CHAPTER 9
PERSONNEL

Section 9-1 Personnel Status.

a. Appointments.

(1) General.

(a) All University employees ultimately serve under the jurisdiction of the Board of Regents and shall be appointed by the Board upon recommendation of the President, unless specifically delegated. Such employees shall be assigned the rank, title, and salary appropriate to the duties and responsibilities of such position as defined in the classification system adopted by the Board. No employee shall be afforded a contract aside from the normal employment documents executed for all University employees. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)

(b) Use of titles. Titles of positions are determined by the Regents and no title may be used unless specifically authorized. Members of the faculty in divisions other than instructional, when engaged in teaching, shall bear the instructional title appropriate to their grade. (Note: Conversion of Community College faculty from "Instructor" to "Professorial" titles effective Jan. 17, 1992.)

(2) Executive/Managerial (E/M) Appointments. Appointments to executive/managerial positions shall be made in accordance with the following guidelines: (Am: Oct. 17, 2003)

(a) The President of the University of Hawai‘i has the responsibility where Board of Regents' approval is necessary, to recommend personnel appointments to the Board for action.

(b) The President, in developing and making recommendations for Board action, shall insure that the Guidelines outlined below are followed:

1. Applicability. These Guidelines shall be followed in making all recommendations for appointment to E/M positions. (June 22, 1978; am: Oct. 17, 2003)

2. Recruitment of Candidates. EEOC-Open Hiring requirements shall be followed in all cases. These requirements should not preclude active recruitment of
highly qualified candidates including women and minorities for consideration.

3. In considering applications and nominations, the advice of knowledgeable and interested persons and groups may be sought as appropriate, either on specific candidates identified as qualified by the President or other responsible administrator, or on all candidates. During any phase of the selection process, all candidates shall receive the same treatment.

4. In addition, where appropriate, an advisory committee may be established to advise the President, or other responsible administrator. Where an advisory committee is established, directions shall be provided the committee by the President or other responsible administrator as to:

A. The scope of the committee's tasks.

B. The criteria to be followed if candidates are to be evaluated.

C. Appropriate time limits.

D. The form of any recommendations to be made. (Example: each candidate shall be classified as "qualified" or "not qualified" without any indication of ranking.)

5. Where Campus Heads or other senior administrative appointments are involved, the President shall periodically inform the Board of Regents of the status of the selection process. On other appointments, the official conducting the search shall periodically report on its progress to the President.

6. All recommendations for appointments under these Guidelines shall be made to the Board of Regents by the President. (Feb. 14, 1975)

(3) Department Chairperson. The chair is responsible to the dean of the college for the following functions as they apply to the department: providing the courses required by the curricula of the various colleges; preparation of the department budget; expenditure of funds allocated to the department; recommendations for reappointments and for appointments to unfilled positions; recommendations for promotions; rating of faculty members not on permanent tenure; assignment of courses and proper departmental balance of teaching load; textbook
orders; supervision of instruction; direction of graduate assistants; assistance with registration during both the academic year and the summer session; improvement of instruction and encouragement of research; implementing University rules limiting "overload" teaching and other compensated work. In some colleges, some or all of these functions are consolidated in the office of the Dean. Under the leadership of the Dean of the College, the department chair meet periodically to consider matters of common concern. Appointment of a department chair at the University of Hawai'i at Mānoa shall be made in accordance with the following procedure (Sept. 10, 1964; Oct. 21, 1988):

(a) Only persons with the rank of associate professor or of professor are normally eligible for the chair. If no one in these ranks is available, a member of a lower rank, or some appropriate person elsewhere in the College, is appointed as acting chair. (Sept. 16, 1965; Oct. 21, 1988)

(b) After receiving suggestions from the college dean (following the latter's consultation with members of the department), the Chancellor appoints one member of each instructional department as department chair with the concurrence of the President and the Board of Regents. (Sept. 16, 1965; Oct. 21, 1988)

(c) The deans' consultation with faculty members prior to recommendations on department chair may take a variety of forms depending upon such factors as the size of department, formal structure and internal relationships. Whatever form it takes, however, it should be comprehensive and effective, so the dean has the benefit of the advice of each member of the department in Rank 3 or above and those of Rank 2 with tenure. When written nominations are used, these are not to be construed as votes, since the majority opinion is not the only factor the dean must consider in selecting the persons he/she considers most likely to lead the department most effectively. When there is serious or widespread disagreement among the members of a department as to which person should be chair, or when the dean does not accede to the prevailing view expressed by a department, the dean shall include with his/her own recommendation to the Chancellor a written statement setting out the dissenting viewpoints and his/her analysis of the situation. (Sept. 16, 1965; Oct. 21, 1988)

(d) Appointments are usually announced in the early spring. Department chair are normally appointed for three-year terms, although appointments for shorter terms are made when necessary. Reappointment of a chair at the end of a term, as the appointment of a new chair, is preceded by a dean's consultation with faculty members as set forth above. (Sept. 16, 1965; Oct. 21, 1988)
(e) Faculty personnel appointed to serve as department chair may receive additional compensation in the form of released time from regular faculty responsibilities and/or change from 9 to 11-month appointments and/or monthly stipends. The specific amount of the stipend is determined by the size and complexity of the department. (Oct. 21, 1988)

(4) Special Program Directors and Chairs of Academic Subdivisions. Faculty personnel may be assigned extra administrative duties and responsibilities wherein the administrative function is not primary or not permanent. Faculty personnel serving in these capacities may receive additional compensation in the form of released time from regular faculty responsibilities and/or change from 9 to 11-month appointments and/or monthly stipends. The specific amount of the stipend is determined by the size and complexity of the department, program, or institute and the nature of the administrative duties. (Oct. 21, 1988)

(5) Graduate Assistants. The President or his/her designee shall have authority to appoint Graduate Assistants in accordance with the following general selection criteria for appointment of Graduate Assistants.

(a) Only fulltime graduate students admitted to or registered in a graduate program for an advanced degree are eligible for assistantship. Applicants must be studying for an advanced degree in the field in which they are appointed or in a closely related field.

(b) To be eligible for a graduate assistantship, an applicant must have a satisfactory (better than average) undergraduate scholastic record with an adequate background in the major field where the appointment is made; and he or she must be in good academic standing; have the minimum Grade Point Average required for regular admission (3.0), not on probation, and possess experience or other qualifications appropriate to the duties of the assistantship to which appointed.

(c) Graduate Assistants must carry a minimum of 6 units of credit or equivalent toward the degree each semester and must retain at least the minimum of 3.0 to be continued in the position.

(d) Foreign students must demonstrate proficiency in English through sufficiently high scores in the Test of English as a Foreign Language (TOEFL).

(e) Graduate Assistants must meet any further criteria stipulated by individual fields of study. Usually appointments are made on a competitive basis, the awards going to the best qualified students.
Besides grade point average, scores on special examinations, motivation and goals of students, and specialty areas of the faculty may be important factors in the awarding of assistantships.

(f) Graduate Assistant positions must be advertised and selections must be made according to the Equal Employment Opportunity requirements.

(g) In general, all other points being equal, awards are made for residents of the State of Hawai‘i in preference to out-of-state students.

(h) Assistantships may be renewed upon an annual basis upon satisfactory performance as a student and as an assistant but all reappointees must meet any criteria established for new appointees. Such renewal, however, will normally not result in a total period of service for any assistant to exceed four years.

(i) An assistantship shall be automatically terminated when an incumbent completes his/her degree program (at the end of the semester of such completion), or upon the complete withdrawal of a student from his/her program (as of the date of such withdrawal). The assistantship may be terminated if a student falls below the required grade point average (3.0), or should services rendered prove unsatisfactory. Action in all these instances is initiated by the Department Chairperson, approved by the Dean of the Graduate Division, and carried out by the Dean of the appropriate School or College. (Mar. 18, am: Oct. 16, 1987)

(6) 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. (Dec. 9, 1976; Oct. 17, 1980; Jan. 18, 1991)

(7) Cooperating Teachers/Counselors and Observation/Participation Teachers. The President or his/her designee shall have authority to appoint cooperating teachers/counselors and observation/participation teachers in accordance with the following guidelines:

(a) Teacher preparation candidates must undergo at least one semester of practice teaching as part of their pre-service training. (Am: Apr. 20, 2006)

(b) Counseling & Guidance students must participate in a practicum for at least one semester as part of their pre-service training. The
practicum may be completed within the University of Hawai‘i or in other educational institutions or under the supervision of private practitioners.

(c) The cooperating teachers/counselors and observation/participation teachers who participate in these programs observe, supervise, advise students on performance and finally evaluate the students. The cooperating personnel are professional people established in the communities and are expected to be full-time teachers or practitioners.

(d) The appropriate Dean or Director of an educator preparation program may appoint cooperating personnel subject to the following conditions:

1. The Dean or Director will ensure that each person appointed meets the professional standards required by the College.

2. Appointments may be for one semester at a time or for the academic year if the requirement is evident.

3. Cooperating personnel may be paid a stipend which is to be determined by the President or the President’s designee. (Am: Apr. 20, 2006)

4. Such appointments are part-time and temporary in nature and any indication of continued employment is not intended or implied. (Dec. 9, 1976; Nov. 15, 1985; am: Apr. 20, 2006)

b. Faculty Promotion and Tenure.

(1) The Board shall grant promotion and/or tenure to members of the faculty upon recommendation of the President. (Sept. 20, 1964; May 22, 1969)

(2) The Board may grant tenure upon initial appointment upon recommendation of the President. The Board delegates to the President granting of tenure upon initial appointment to members of the faculty and classified executives who have previously held tenure at a comparable institution. Guidelines are established in Executive Policy. (Jan. 10, 2008)

(3) The Board delegates to the President (with further delegation as appropriate) the authority to act on behalf of the University on faculty promotion and tenure applications where the recommendation is negative. (Nov. 17, 1977)

(4) Waiving of Probationary Period for New Faculty. The Board may waive probationary period for new faculty members in accordance with established guidelines. (May 12, 1977)
c. **Civil Service Personnel.**

The President is designated to act for the Board in making appointments to such positions or changes in the status of employees and to exercise its power as appointing authority in connection with such positions and employees. (Oct. 11, 1962)

d. **Resignations and Terminations.**

The President or his/her designee shall have authority to accept and approve voluntary terminations from University service for reasons of resignation or retirement. (May 12, 1977)
e. **Faculty Exchanges.**

(1) The President shall be authorized to enter into agreements for faculty exchanges in accordance with the following resolution:

> Whereas, individual faculty exchanges of University of Hawai‘i faculty with faculty of other institutions is a means of furthering the academic and intellectual growth and vitality of our faculty and University, and

> Whereas, the State Government has joined the Board of Regents in finding merit in faculty exchanges by providing for such arrangements as early as 1941, and

> Whereas, the Hawai‘i Revised Statutes, 1968, Section 304-12 reaffirms the authority of the Board to contract for faculty exchanges and sets forth the general conditions for the arrangements, and

> Whereas, the Board may delegate to the President, as its chief executive officer, the authority to enter into contracts,

Therefore, be it resolved that it is the policy of the Board of Regents to delegate to the President the authority to enter into faculty exchange agreements consistent with the statutes and with other appropriate administrative guidelines the President may wish to issue in order to implement this delegation; and

Be it further resolved that the President may redelegate this authority to the Chancellors, that each faculty exchange, individual or institutional, entered into be reported for information on the Regents' agenda following the agreements approval by both parties, and that this policy shall be in effect upon full Board approval. (Dec. 9, 1977)

(2) Guidelines for individual faculty exchanges shall be as follows:
(a) No monetary consideration or exchange will be involved between the University of Hawai‘i and the institution from which the visiting faculty member comes or between the University of Hawai‘i and the visiting faculty member.

(b) The University of Hawai‘i faculty member is responsible for developing an agreement with the host institution and for coordinating the details of assignment of the visiting faculty member with the appropriate entity in the University of Hawai‘i.

(c) The University of Hawai‘i will pay to its faculty member the normal and full salary for the period he/she is visiting the host institution in return for the previously stipulated services of the visiting faculty member to the University of Hawai‘i.

(d) All privileges and benefits of faculty status, such as credit toward sabbatical and merit step salary increases shall accrue to the faculty member involved.

(e) A formal agreement between the Campus Unit and the institution involved is to be prepared setting forth the above and any other provisions necessary to carry out an effective exchange. The Chancellor of the University of Hawai‘i Unit in which the faculty member is located is authorized to approve the agreement.

(f) An item specifying the assignment of the University of Hawai‘i faculty member and the receiving of a visiting faculty member from the other institution involved will be placed on the next Regents’ agenda following the approval of the exchange agreement by the appropriate Chancellor. (Dec. 9, 1977)
Section 9-2  **Classification Plans and Compensation Schedules.**

Except for Civil Service positions, the Board shall classify all positions in the University of Hawai‘i and establish compensation schedules as appropriate. (Oct. 20, 1978)

The President, with the exception of Executive and Managerial personnel, is authorized, consistent with existing statutes and Board of Regents’ policies, to grant special salary adjustments in situations where funds are available and the adjustments are warranted on the basis of retention, market, equity, and/or merit. The President will provide an annual report to the Board on the salary adjustments granted under this policy. (Sept. 20, 1991; am: Oct. 18, 2002)

a. Executive and administrative/managerial positions are classified and compensated in accordance with the Executive/Managerial Personnel Policies in Section 9-I4.

b. 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, 304-13). 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".

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4. Librarian (B), includes ranks II to V. (July 24, 1987)

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. (July 24, 1987)

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.

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. (July 24, 1987)

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. (July 24, 1987)

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 (Modified by BOR on December 12, 1974)

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, hospital practice or field guidance of students.

Adjunct Faculty Series (Adopted by BOR on June 16, 1977)

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

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. (Jan. 16, 1977)
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. (Am: Apr. 17, 2003)

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

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. (Am: Apr. 17, 2003)

JUNIOR RESEARCHER (R2)

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. 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. (July 24, 1987)

ASSISTANT RESEARCHER (R3)

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. (July 24,
1987)

ASSOCIATE RESEARCHER (R4)

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. (July 24, 1987)

RESEARCHER (R5)

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. 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. (July 24, 1987)

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.

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987)

**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. (July 24, 1987)

**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. (July 24, 1987)

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. (July 24, 1987)

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. (July 24, 1987; May 20, 1988)

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. (July 24, 1987; May 20, 1988)

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. (July 24, 1987; May 20, 1988)

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. (July 24, 1987; May 20, 1988)

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.

(c) COMPENSATION/USE OF TITLES, UH- MĀNOA FACULTY

Note: See Collective Bargaining Agreement for monthly salary ranges for Faculty of the University of Hawai‘i at Mānoa (except Clinical Faculty of the School of Medicine and Faculty of the School of Law).

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 in accordance with Board of Regents’ policy and/or 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. (Oct. 21, 1988)

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.

(d) COMPENSATION OF FACULTY IN LEGAL INSTRUCTION

1. The compensation of Faculty Members shall be determined according to their placement on the appropriate rank and step of the 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. Increments shall be provided for in accordance with applicable statutes or collective bargaining agreement as appropriate.

   C. Extra compensation may be granted, as appropriate, for additional administrative duties.
D. 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.

E. 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.

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. 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. (Jan. 16, 1977)

(e) 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 for practitioners with professional qualifications in the health and welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, hospital practice or field guidance of students. (Dec. 12, 1974)

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. (Mar. 14, 1974)

(2) University of Hawai’i at Hilo and West O’ahu
Classification and Compensation of Instructional Faculty at the University of Hawai‘i at Hilo and West O‘ahu campuses. Pursuant to Section 304-13, 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.

1. 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. (Jul. 14, 1977)

(b) 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:

(1) 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.

(2) Increments shall be provided for in accordance with applicable statutes, Board of Regents’ policy, or collective bargaining agreement, as appropriate.

(3) 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.

(4) 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.
(5) 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.

(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. (Jul. 14, 1977; Oct. 21, 1988)

(c) Affiliate Faculty UH-Hilo

(1) 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.

(2) 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. (Dec. 11, 1975)

(3) 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. (Nov. 15, 2007)

A. PRINCIPLES OF CLASSIFICATION

Faculty in the University of Hawai‘i’s community colleges are classified according to 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. (Nov. 15, 2007)

2. Community College faculty members understand and are committed to the open-door philosophy and to the complementary ideals of teaching and learning and service within their college and community.

3. Community College faculty members achieve and maintain excellence over time and through varied endeavors.

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. (July 17, 1992; am: Nov. 15, 2007)

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.

B. 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. (Nov. 15, 2007)

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. (July 17, 1992)

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. (Nov. 15, 2007)

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. (am: Nov. 15, 2007)

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. (am: Nov. 15, 2007)

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. (July 17, 1992; am: Nov. 15, 2007)

C. OTHER RESPONSIBILITIES OF FACULTY

In addition to the primary responsibilities, faculty members 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. (July 17, 1992; am: Nov. 15, 2007)

D. 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. (July 17, 1992)

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. (July 17, 1992; am: Nov. 15, 2007)

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 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. (July 17, 1992; am: Nov. 15, 2007)

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. (July 17, 1992; am: Nov. 15, 2007)

(d) 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. (July 14, 1977; promotion and duties deleted: July 17, 1992; Appendix A, minimum qualifications by subject area deleted: Sept. 17, 1993)

(e) 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. (Jul. 14, 1977; Oct. 21, 1988)

(4) 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. (Jun. 21, 1985)

c. High Demand Disciplines

(1) Guidelines. The following guidelines shall be used to identify high demand disciplines, which shall be periodically reviewed:

(a) A program, discipline, sub-speciality or unique skills should be determined to be necessary to the achievement of the goals that have been set for the relevant area.

(b) It should be demonstrated that faculty of the quality desired by the University in the relevant area cannot be recruited and/or retained within the maximum of the appropriate salary schedule. Evidence should be presented to show that greater than normal losses have resulted and are likely to result and that recruitment has been hampered because of non-competitive salaries.

(c) Comparative data should be presented showing salaries being paid by competitors for University personnel of comparable qualification levels. In most cases, competition from other institutions of higher education is the appropriate base of comparison. For some vocational or occupational training programs where recruitment is limited to the local labor market, attention to competition from this market may be necessary.

(d) It should be shown that it is a salary deficiency that is causing the staffing problem and not some other influence within the control of the program or the University.

(2) The following have been identified as high demand disciplines, which will be reviewed once every three years to determine whether they should be continued to be identified as such [Board Secretary’s Annotation. On February 18, 2000, the Board delegated the authority to designate high demand disciplines to the President and/or the President’s designee. For convenience and based on
available information, high demand disciplines are listed below with the date of the designation):

(a)  **University of Hawai'i, Mānoa**

1. All disciplines in the College of Business Administration including TIM
2. Oceanography
3. Geology and Geophysics
4. Astronomy
5. All disciplines in the College of Engineering
6. Marine Biology
7. Marine-related disciplines and Zoology
8. Computer Science
9. Meteorology
10. Health sciences (neuroscience; molecular biology; cell biology; developmental biology; genetics; epidemiology; oncology (cancer research); evolution, ecology, and behavior; conservation biology; microbiology; anatomy, physiology, and pharmacology; biochemistry; and tropical medicine within Cancer Research Center of Hawai'i, Pacific Biomedical Research Center, and the John A. Burns School of Medicine.


(b)  **Community Colleges**

1. Computer Science
2. Aeronautics Maintenance Technology
3. Advanced Automotive Technology
5. New Media Arts (am: August 2006)

(c) University of Hawaiʻi, Hilo

1. All disciplines in the Business Administration Program
3. Nursing (am: June 2002)
4. Economics (am: September 2007)

(d) UH West Oʻahu

1. Accounting (am: September 2008)
2. General Business (am: September 2008)
3. Marketing (am: September 2008)
5. Health Care Administration (am: September 2008)

(e) The President or designee(s) is authorized to recruit faculty in the recognized high demand disciplines at salaries not to exceed the equivalent of six steps above the prevailing salary schedule as contained in the current UH-UHPA Agreement. (Sept. 30, 1983; am: Mar. 16, 1984; am: Nov. 20, 1987; am: Feb. 17, 1989; am: Feb. 16, 1990; am: June 19, 1992; am: Nov. 14, 1997; am: Feb. 18, 2000)

d. Noncompensated faculty appointments shall utilize the appropriate "adjunct" title in accordance with the following guidelines for employing the adjunct faculty series:

(1) 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.

(2) 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.
(3) The ranks in the adjunct faculty series will be:

Adjunct Instructor
Adjunct Assistant Professor
Adjunct Associate Professor
Adjunct Professor

(4) 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.

(5) 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.

(6) 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.

(7) 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.

(June 16, 1977)

e. Graduate Assistants shall be classified and compensated in accordance with the following classification and stipends for Graduate Assistants:

(1) Graduate Assistant.

Duties and Responsibilities. Under special supervision, with very limited latitude for independent action, to serve in one or more of the following capacities: laboratory assistant in charge of a group or section, the work to be performed having been defined by a person in full charge of the course; assistant to a lecturer preparing exhibits or demonstrations; assistant in charge of quiz section; teaching of a lecture class or section under supervision; reviewing material presented by the faculty member in charge of the course; reader of examinations prepared by the instructor in charge of the course.
Minimum qualifications: Graduation from a college or university of recognized standing, with major work in the field involved in the specific position; acceptance by the Graduate School as an intended candidate for an advanced degree. (Sept. 10, 1964)

(2) Stipends

(a) Policy Statement on Graduate Assistant Stipends

1. There will be 9 and 11-month appointments with a differential of 17%. Each of these two categories of appointment will have 14 steps with a differential of 4%.

2. Graduate assistants may be placed in either 9 or 11-month appointments as appropriate to the requirements of their assignments.

3. Initial placement on the GA scale will reflect the graduate student's experience, ability, discipline, and assigned responsibility.

4. Advancement from step to step, after at least one year of satisfactory service, may be recommended by a department chair or principal investigator with the approval of the pertinent academic dean or institute director.

5. Steps above 9 are to be used only in exceptional circumstances where conditions warrant, with approval of the academic dean or institute director and the Dean of the Graduate Division.

(b) Graduate Assistant Stipend Schedule
(Effective July 1, 2006)

<table>
<thead>
<tr>
<th>Step</th>
<th>9-month Personnel</th>
<th>11-month Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$13,296</td>
<td>$15,552</td>
</tr>
<tr>
<td>2</td>
<td>13,830</td>
<td>16,176</td>
</tr>
<tr>
<td>3</td>
<td>14,382</td>
<td>16,824</td>
</tr>
<tr>
<td>4</td>
<td>14,958</td>
<td>17,496</td>
</tr>
</tbody>
</table>
Special Lecturer Credit-Hour Rate

Special Lecturer credit-hour rate for Graduate Assistants shall be $755 for 2000-01. Such rates apply only when the appointee acts in an "assistant" capacity, which does not require complete supervision over a class or section. The rates shall also be applicable to other graduate students when serving in such a capacity. (July 15, 1976; am: Oct. 17, 1980; am: June 24, 1986; am: July 27, 1984; am: June 20, 1985; am: June 20, 1986; am: Oct. 16, 1987; am: Oct. 21, 1988; am: Sept. 15, 1989; am: Oct. 19, 1990; am: June 21, 1991; am: June 20, 1997; am: June 16, 2000; am: Mar. 14, 2003; am: May 18, 2006)

Note: The rates shown are for .50 FTE per month (annual).

Administrative, Professional and Technical (APT) Positions

(1) Administrative, Professional and Technical (APT) Classification and Pay System.

(a) The Board of Regents delegates to the President authority to:

1. Adopt, revise, and abolish career group standards and bands.

2. Assign positions to career groups and bands.
3. Determine designated new hire rates for career groups and bands. (Dec. 9, 1976; am: Mar. 15, 2002)

(b) The APT Appeals Board shall adjudicate appeals filed on the banding of individual positions. The Appeals Board shall support its decisions by findings based on fact.

The Appeals Board shall consist of three members serving staggered terms of three years. One member shall be recommended by the University and one by the exclusive representative of APT employees, in accordance with Chapter 89, Hawai‘i Revised Statutes. The third member shall be recommended by the University and exclusive representative. The appointment of all three members shall be referred by the President to the Board of Regents for approval. If there is no agreement as to the third member, the Board of Regents shall appoint such member.

Members of the Appeals Board shall be familiar with State organization and personnel functions and preferably have knowledge of University organization and functions and position classification. Such members may be excluded personnel or members of other governmental or private firms. However, they shall not be employees or officers of the University or of any State bargaining unit or employee organization which represents State bargaining unit members unless mutually agreed to by the parties concerned.

The members of the Appeals Board shall select a chairperson. (Dec. 9, 1976; am: Mar. 15, 2002)

(For amended listing of the APT career groups and pay bands, refer to Administrative Procedures A 9.210 of the University of Hawai‘i Systemwide Administrative Procedures Manual.)

(2) Positions for coaches in the major intercollegiate sports of football, basketball, baseball, volleyball, softball, swimming and diving, golf, tennis, women’s soccer, women’s cross country/track and field, women’s water polo, women’s outrigger canoe paddling, the football video specialist, and the administrative assistant for football operations are exempted from the APT Classification Plan. Their classification, compensation and employment shall be in accordance with the following "Guidelines for Employment and

(a) The recruitment and selection of full-time coaches for football, basketball, baseball, volleyball, softball, swimming and diving, golf, tennis, women's soccer, women's cross country/track and field, women's water polo, women's outrigger canoe paddling, the football video specialist, and the administrative assistant for football operations will be in accordance with applicable provisions of the EEO/Open Procedure which is intended to provide equal employment opportunity to all qualified persons seeking employment with the University and with the Appointment Procedure for Board of Regents' Personnel which prescribes procedures for the recommendation and approval of appointments. (am: Aug. 23, 1996; am: Apr. 20, 2001; am: Nov. 21, 2003)

Coaches will be broadly classified as follows:


2. Associate Coaches — Football, Basketball, Baseball, Volleyball, Softball, Swimming, Diving, Soccer, Cross Country/Track and Field, Water Polo, and Outrigger Canoe Paddling  

3. Coordinators — Football

4. Assistant Coaches — Football, Basketball, Baseball, Volleyball, Softball, Swimming, Golf, Tennis, Soccer, Cross Country/Track and Field, Water Polo, and Outrigger Canoe Paddling

Candidates for head coaching positions in football, baseball, men's and women's basketball and men's and women's
volleyball at the University of Hawai‘i at Mānoa and in baseball, basketball, and volleyball at the University of Hawai‘i at Hilo may have initial appointments not exceeding five years, subject to Board of Regents’ approval. After five years of service, all head coaches at the University of Hawai‘i may have appointments not exceeding five years, subject to Board of Regents’ approval.

All multi-year contracts shall contain performance criteria. Criteria which coaches shall be expected to meet will be developed for each coach. At a minimum, coaches with multi-year contracts shall be expected to meet established standards in the following areas: (1) academic performance of student athletes; (2) personal behavior; (3) conduct of assistant coaches, staff, and players; and (4) program development. (ad: Jan. 16, 1998)

(b) It is intended that the salaries be consistent with those of colleges and universities with comparable programs. Accordingly, the following salary categories are adopted subject to periodic review (am: Aug, 23, 1996; am: Apr. 20, 2000; am: Mar.15, 2007):

**Football, University of Hawai‘i at Mānoa**

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$392,142 — $935,544</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$116,640 — $203,688</td>
</tr>
<tr>
<td>Coordinator</td>
<td>$116,640 — $203,688</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$ 56,340 — $165,000</td>
</tr>
<tr>
<td>Video Specialist</td>
<td>$ 36,840 — $ 57,744</td>
</tr>
<tr>
<td>Administrative Assistant for</td>
<td></td>
</tr>
<tr>
<td>Football Operations</td>
<td>$ 31,188 — $ 59,256</td>
</tr>
</tbody>
</table>

**Basketball, University of Hawai‘i at Mānoa**
(Men's Program) (am: Mar. 15, 2007)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$185,000 — $400,000</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$ 79,500 — $124,656</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$ 50,000 — $105,000</td>
</tr>
</tbody>
</table>
### Baseball, University of Hawai‘i at Mānoa

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$72,384 — $221,316</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$42,072 — $70,008</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$36,000 — $56,340</td>
</tr>
</tbody>
</table>

### Basketball, University of Hawai‘i at Mānoa
(Women's Program)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$118,488 — $209,784</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$ 61,428 — $100,116</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$ 40,392 — $ 79,992</td>
</tr>
</tbody>
</table>

### Volleyball, University of Hawai‘i at Mānoa
(Women's Program)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$76,440 — $143,472</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$35,532 — $ 58,716</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$30,000 — $ 43,200</td>
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</tbody>
</table>

### Volleyball, University of Hawai‘i at Mānoa
(Men’s Program)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$53,820 — $107,640</td>
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<tr>
<td>Associate Coach</td>
<td>$35,532 — $ 58,716</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$30,000 — $ 43,200</td>
</tr>
</tbody>
</table>

### Softball, University of Hawai‘i at Mānoa
(Women's Program)
<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$56,916 — $89,952</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$33,492 — $48,588</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$28,212 — $38,508</td>
</tr>
</tbody>
</table>

Swimming and Diving, University of Hawai‘i at Mānoa  
(Men’s/Women’s Program)  
(am: Nov. 21, 2008; am: Jul. 26, 2007; am: Feb. 15, 2008)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
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<tbody>
<tr>
<td>Head Coach</td>
<td>$63,660 — $87,132</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$34,344 — $48,528</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$31,380 — $40,752</td>
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<tr>
<td>Diving Coach</td>
<td>$30,804 — $54,084</td>
</tr>
</tbody>
</table>

Soccer, University of Hawai‘i at Mānoa  
(Women’s Program)  
(am: Jul. 26, 2007; am: Feb. 15, 2008)

<table>
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<tr>
<th>Title</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$51,288 — $82,524</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$30,000 — $45,000</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$25,968 — $36,000</td>
</tr>
</tbody>
</table>

Water Polo, University of Hawai‘i at Mānoa  
(Women’s Program)  
(am: Jul. 26, 2007; am: Feb. 15, 2008)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$54,108 — $86,244</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$31,752 — $45,516</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$27,096 — $36,000</td>
</tr>
</tbody>
</table>

Golf, University of Hawai‘i at Mānoa  
(Men’s Program)  
(am: Jul. 26, 2007; am: Feb. 15, 2008)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>Range</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Head Coach</td>
<td>$50,712 — $80,676</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$26,688 — $39,132</td>
</tr>
</tbody>
</table>

**Golf, University of Hawai'i at Mānoa**  
(Women’s Program)  
(am: Feb. 15, 2008)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$48,108 — $75,000</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$25,884 — $36,000</td>
</tr>
</tbody>
</table>

**Tennis, University of Hawai'i at Mānoa**  
(Men's Program)  
(am: Jul. 26, 2007; am: Feb. 15, 2008)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$52,308 — $82,404</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$27,192 — $36,384</td>
</tr>
</tbody>
</table>

**Tennis, University of Hawai'i at Mānoa**  
(Women's Program)  
(am: Feb. 15, 2008)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$42,096 — $69,480</td>
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<tr>
<td>Assistant Coach</td>
<td>$26,784 — $36,000</td>
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</table>

**Cross Country/Track and Field (Women's Program), University of Hawai'i at Mānoa**  

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$53,004 — $83,496</td>
</tr>
<tr>
<td>Associate Coach</td>
<td>$30,000 — $53,256</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$27,804 — $41,724</td>
</tr>
</tbody>
</table>

**Outrigger Canoe Paddling (Women's Program), University of Hawai'i at Mānoa**  
(Ad: Apr. 20, 2000)

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
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<tbody>
<tr>
<td>Title</td>
<td>Range</td>
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<tr>
<td>-----------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Head Coach</td>
<td>$51,000 — $75,000</td>
</tr>
<tr>
<td>(am: May 16, 2003)</td>
<td></td>
</tr>
</tbody>
</table>

**Baseball, University of Hawai‘i at Hilo (Men’s Program)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$59,796 – $126,466</td>
</tr>
<tr>
<td>(am: May 16, 2003; Apr 16, 2009; May 20, 2009)</td>
<td></td>
</tr>
</tbody>
</table>

**Basketball, University of Hawai‘i at Hilo (Women’s Program)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$56,336 - $79,486</td>
</tr>
<tr>
<td>(ad: Apr 16, 2009)</td>
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</tbody>
</table>

**Volleyball, University of Hawai‘i at Hilo (Women’s Program)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$41,336 — $60,129</td>
</tr>
<tr>
<td>(am: May 16, 2003; May 29, 2009)</td>
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</tr>
</tbody>
</table>

**Softball, University of Hawai‘i at Hilo (Women’s Program)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$36,704 – $56,618</td>
</tr>
<tr>
<td>(am: May 16, 2003; May 29, 2009)</td>
<td></td>
</tr>
</tbody>
</table>

(c) Salaries of individuals within the above categories will be established in an equitable manner which will include the evaluation
of individual qualifications (applicable knowledge, skills, and abilities). In addition, salaries may be adjusted as individuals are reassigned from one category to another in order to maintain equity. The initial salaries and terms of employment of coaches will be subject to review through regular administrative procedures with final approval of the President. Appointments and reappointment which terms of employment exceed one (1) year shall require the approval of the Board of Regents upon recommendation of the President. Salaries upon reappointment shall be in accordance with the above guidelines. (April 20, 1978; Dec. 7, 1979; Dec. 5, 1980; Feb. 5, 1981; June 18, 1981; Feb. 19, 1982; Oct. 22, 1982; July 27, 1984; July 25, 1986; Sept. 18, 1987; Apr. 20, 1990; Nov. 16, 1990; am. Feb. 21, 1992; am. Mar. 19, 1993; am. Apr. 17, 1998; am: Apr. 20, 2001; am: Jan. 18, 2002; am: May 16, 2003)

(d) Supplemental Compensation for Full-Time UH-Mānoa Athletic Coaches

1. Supplemental compensation for full-time UH-Mānoa athletic coaches shall require the approval of the President upon recommendation by the UH-Mānoa Athletics Director and based on a criteria which calls for a high standard of athletic performance yet allows a reasonable chance of obtaining such levels of success. The decision to grant supplemental compensation is based on the athletic performance of the team and its academic achievement as well as the coach's administrative ability, community service, public relations, and student-athlete welfare to include the conduct of student-athletes.

2. The purpose of this policy is to provide budgetary control of the levels of salary increases for athletic coaches; recognize and reward high levels of achievement in the field of athletics; and to provide incentives for coaches to strive for high levels of athletic achievement.

3. All funding for supplemental compensation will be generated from external sources and/or revolving funds.

4. Performance criteria and supplemental compensation for UH-Mānoa athletic coaches (Note: "assistant" coaches, herein include coordinators, associate and assistant coaches) (ad: Oct. 21, 1994; am: Aug. 23, 1996):
A. Men's Baseball. In any year the baseball team wins its conference championship or participates in the National Collegiate Athletic Association (NCAA) Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head baseball coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.

B. Men's Basketball. In any year the men's basketball team wins its conference championship, participates in the NCAA Championships or the National Invitational Tournament, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of associate and assistant coaches. The men's head basketball coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.

C. Women's Basketball. In any year the women's basketball team wins its conference championship or participates in the NCAA Championships, the assistant(s) may receive as supplemental compensation up to a maximum amount computed by dividing the combined monthly salary of all assistant(s) by the total number of assistant coaches. The head women's basketball coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary. (Jul. 26, 2007)

D. Football. In any year the football team wins its conference championship or participates in an NCAA-certified post season bowl game, the full-time assistant(s) may receive as supplemental compensation up to a maximum amount computed by dividing the combined monthly salary of all assistant(s) by the total number of assistant coaches. The head football coach may receive as supplemental
compensation up to a maximum of one-twelfth of the coach's annual base salary.

E. Women's Softball. In any year the women's softball team wins its conference championship or participates in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head softball coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.

F. Men's Swimming and Diving. In any year the men's swim team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant(s) and the diving coach may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches and the diving coach by the total number of assistant coaches and the diving coach. The full-time head swimming coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary. (Am: Nov. 21, 2003; am: May 29, 2008)

G. Women's Swimming and Diving. In any year the women's swim team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant and the diving coach may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches and the diving coach by the total number of assistant coaches and the diving coach. The full-time head swimming coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary. (Am: Nov. 21, 2003; am: May 29, 2008)

H. Men's Volleyball. In any year the men's volleyball team wins its conference championship or
participates in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The head volleyball coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.

I. Women's Volleyball. In any year the women's volleyball team wins its conference championship or participates in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head volleyball coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.

J. Women's Soccer. In any year the women's soccer team wins its conference championship or participates in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head women's soccer coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.

K. Women's Water Polo. In any year the women's water polo team wins its conference championship or participates in the NCAA Championship or equivalent national championship, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head women's water polo coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.
L. Men's Golf. In any year the men's golf team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head golf coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary. (ad: Apr. 17, 1998)

M. Women's Golf. In any year the women's golf team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head golf coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary. (ad: Apr. 17, 1998)

N. Men's Tennis. In any year the men's tennis team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head tennis coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary. (ad: Apr. 17, 1998)

O. Women's Tennis. In any year the women's tennis team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head tennis coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach's annual base salary.
compensation up to a maximum of one-twelfth of the coach’s annual base salary. (ad: Apr. 17, 1998)

P. Women’s Cross Country/Track and Field. In any year the women’s cross country team wins its conference championship or participates individually or as a team in the NCAA Championships or in any year the women’s track and field team wins its conference championship or participates individually or as a team in the NCAA Championships, the full-time assistant(s) may receive as supplemental compensation up to a maximum of an amount computed by dividing the combined monthly salary of the assistant coaches by the total number of assistant coaches. The full-time head cross country/track and field coach may receive as supplemental compensation up to a maximum of one-twelfth of the coach’s annual base salary. (ad: Jan. 21, 2000; am: May 29, 2008)

g. Civil Service employees in positions in the University subject to Hawai‘i Revised Statutes, Chapter 76, shall be appointed, compensated and otherwise governed by the provisions of law applicable to such positions. (Oct. 11, 1962)

h. Special Compensation — University of Hawai‘i at Mānoa and University of Hawai‘i at Hilo Faculty.

(1) Visiting Summer Session Faculty. Visiting summer session faculty members receive a travel differential in addition to salary. The differential is incorporated in the salary of such faculty members and is as follows:

<table>
<thead>
<tr>
<th>Region</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Coast</td>
<td>$300.00</td>
</tr>
<tr>
<td>Midwest</td>
<td>$400.00</td>
</tr>
<tr>
<td>East Coast</td>
<td>$500.00</td>
</tr>
<tr>
<td>Asia or Europe</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

(2) "Occasional" Lecturers. "Occasional" lecturers in summer session courses approved with provision for guest lecturers are paid honoraria based on a rate of $25.00 per hour. Such lecturers are paid by voucher on a requisition signed by the instructor in charge of the course and the Dean of the Summer Session. (Jan. 16, 1958; Dec. 2, 1959; Aug. 19, 1969)
(3) A faculty member who prepares and grades a comprehensive examination for students who wish to obtain credit for a course by taking such an examination is paid a stipend of $5.00 per credit hour plus $5.00 for each additional student. (Apr. 16, 1969)

(i) Postdoctoral Fellows shall be classified and compensated in accordance with the following classification and stipends for Postdoctoral Fellows:

(1) Postdoctoral Fellow.

Duties and Responsibilities. Under the supervision of a principal investigator of a grant or contract or a senior faculty member, pursues postdoctoral studies by performing experimentation, tests, or observation under close direction in order to acquire the depth of experience and the additional knowledge and skills necessary to become an independent researcher. The range of activity includes those tasks that allow the appointee to profit most from an association with the resident researcher; e.g., assistance with appropriate literature searches, experimental design, analytical observations, data analysis and presentation of results.

Minimum Qualifications: Training represented by a recently awarded doctorate from a college or university of recognized standing in a field appropriate to the fellowship involved.

(2) Stipends.

(a) The stipend for postdoctoral fellows supported from extramural grants or contracts shall be that amount allowable by the agency providing the funds.

(b) If the agency does not stipulate an amount, the principal investigator shall set the stipend in a range determined by the Vice President for Research and Graduate Education, such range to be based on comparability with portable fellowship stipends provided by Federal granting agencies.

(c) Postdoctoral fellows supported by general funds shall receive a stipend equal to the minimum stipend in the range determined according to b. above. (Nov. 18, 1983)
Section 9-3  **Collective Bargaining.**

The University of Hawai‘i shall negotiate and consult with the exclusive employee representative and administer the collective bargaining agreement in accordance with Chapter 89, Collective Bargaining in Public Employment, Hawai‘i Revised Statutes, as amended.

a. **Personnel in Bargaining Units.** Wages, hours, and other terms and conditions of employment shall be subject to the provisions of negotiated agreements listed below between the Exclusive Representative and the Employer.

(1) Agreement between the University of Hawai‘i and the exclusive representative for the faculty of the University of Hawai‘i (Bargaining Unit 7).

(2) Agreement between the University of Hawai‘i and the exclusive representative for the personnel of the University other than faculty (APT—Bargaining Unit 8).

(3) Agreements for the respective bargaining units for civil service personnel shall be as negotiated by the State of Hawai‘i and the exclusive representative for each bargaining unit.

b. **Personnel not in Bargaining Units.** Wages, hours, and other terms and conditions of employment for all personnel excluded from a bargaining unit shall be provided by law or action of the Board whichever is applicable.

(Oct. 20, 1978)

Section 9-4  **Employment of Relatives.**

The following Statement on Nepotism shall govern the employment of relatives.

The recruitment procedures shall insure the employment of the most qualified person for each position, and the employment of a relative of a Board or faculty members shall be determined by the same principles that apply to the employment of any other faculty member.

In the case of supervisory relationships involving relatives, there shall be guarantees that those will not inhibit the free and open operation of the other members of the unit, and the relative that is in the supervisory position must disqualify himself from all deliberations and actions affecting economic benefits of the relative and other actions where appropriate.
Evaluation of performance and professional competence shall be carried out objectively and fairly through committees and outside review.

For the purpose of this action, "relative" includes husband-wife, parent-child, sibling, and any other familial relationship. (Aug. 9, 1973)

Section 9-5  Political Activity.

The Regents believe that it is the right of employees as citizens to engage in politics so long as these activities do not interfere with their University duties or violate established rules of the University. Furthermore, the Regents have expressed the belief that political activities by employees, in accordance with the following statement, should result in no embarrassment to the University nor detrimentally affect these policies.

It is expected that University employees will use appropriate discretion in the exercise of the political rights which they share in common with other citizens; that they will be careful always to emphasize that their utterances and actions in political matters are theirs as individuals and in no manner represent the University; that they will always recognize that their first obligation is to the University; that they will accord the University administration the courtesy of prior notice of any political commitment which is likely to bring them into prominence.

Because of a conflict in interest and/or an appearance of impropriety in campaigning for and holding a partisan public elective office and being employed at the University, the Board of Regents has established the following policy in regard to campaigning for and holding such an office.

All employees under the jurisdiction of the Board of Regents seeking a partisan public elective office shall, without exception:

1. Request, or in absence of such request be placed on a leave of absence without pay in accordance with University policy upon actively seeking political office, but in no event later than the filing of nomination papers or the announcement of candidacy for such office;

2. Be subject to the general University policies governing appearances and activities of political candidates on campus;

3. Insure that they do not give the appearance that their views, utterances and/or actions are representative of the University; and
4. Be separated from University service through either resignation, or termination upon assumption of the elective office. (Aug. 30, 1966; Feb. 19, 1982)

Section 9-6 Faculty and Staff Renewal and Vitality Plans.

Each Vice President or Chancellor as may applicable, in the University of Hawai‘i shall prepare plans for faculty and staff renewal and vitality in accordance with the following Regents' directive for faculty and staff renewal and vitality plans:

a. The Board of Regents is committed to retaining and recruiting an excellent faculty and staff in recognition of the fact that high quality personnel is an essential ingredient of a good University. To assist in accomplishing this objective, the Board confirms its intent, as evidenced in current personnel policies, programs, and practices to maintain and develop a personnel system that attracts, maintains, and retains quality faculty and staff. It recognizes as paramount the value of maintaining an institutional environment which encourages and rewards effective and outstanding performance, professional advancement, productivity, and the contribution of faculty and staff to the mission of the University and the well being of the State.

b. The Board of Regents affirms the importance and necessity for the University of Hawai‘i to articulate clearly in policy and planning its best efforts to promote, encourage, nurture, and reward continuing quality professional renewal and vitality in its faculty and staff; it is equally important to protect and enhance the traditional institutions of tenure and the sabbatical as contributors to these objectives. In order to assist in accomplishing these objectives and to articulate more clearly the Board's intentions and goals, the following directive on faculty and staffing renewal and vitality is adopted.

c. The Board of Regents reaffirms the policy of the University of Hawai‘i to recruit, retain, and develop a high quality and vigorous professional faculty and staff, and to this end each unit headed by a Chancellor is directed to develop and maintain a Faculty and Staff Renewal and Vitality Plan. Such a Plan shall include but not be limited to:

(1) a comprehensive recruitment and appointment plan, which among other objectives makes provision for opportunities for the regular recruitment of new personnel;

(2) a systematic and thorough faculty and staff professional opportunity and improvement program;
(3) the identification of program and curricular areas and appropriate faculty and staff resources to be required on the basis of enrollment and mission projections for each during the next six years, and policies and procedures which cause faculty and staff resources to be allocated in a balanced manner according to these enrollment and other programmatic needs and demands; and

(4) clear delineation of responsibilities for implementing the Plan.

d. The Faculty and Staff Renewal and Vitality Plan of each Unit shall be utilized by the respective Chancellors in recommendations to the President, and in turn by the President, in recommendations to the Board concerning academic and service programs, budgets, appointments, promotion, tenure, and other related personnel actions.

e. The President shall implement this directive by directing each Unit to prepare a Faculty and Staff Renewal and Vitality Plan in consultation with his/her staff and with appropriate Unit and Campus faculty, their representatives, and administrators. A copy of the President's directive on this subject shall be provided to the Board for information purposes by September 1976. Further, the President is delegated the authority to approve such Plans and requested to report to the Board concerning Unit Plans approved by him no later than January 31, 1977. (July 15, 1976; Oct. 16, 1981)

Section 9-7  Outside Employment.

a. Faculty and other personnel involved in outside employment as consultants shall make clear to all concerned that such consultation work is in no way connected with or sponsored by the University. (May 22, 1957)

b. Outside employment for compensation shall be governed by the provisions specified herein except as modified or superseded by a collective bargaining agreement.

(1) Members of the University faculty and staff are encouraged to promote the cultural and economic development of the state by utilizing their special abilities and skills in research, teaching, scholarly or artistic production, and consulting over and above the full requirements of the position to which they are appointed. Such additional supplementary activity must in no way interfere with the creditable performance of the primary obligation to the University.
Outside employment must be of a professional nature, and it should contribute to the professional competence of the faculty member.

(2) Ethical considerations.

(a) No teacher or teaching assistant of any grade or classification shall accept pay to tutor students in the subject matter of the courses they teach.

(b) The results of research conducted by the University shall be published or otherwise made available to the public, and no researcher will sell the results of research conducted by and for the University, unless authorized by the President.

(c) No faculty member shall accept any fee, gift, or payment of expenses over and above authorized compensation for services rendered in the post for which he/she has been appointed, except with specific approval of the President.

(d) No faculty member shall use the University facilities, supplies, or equipment other than in the course of his/her University duties, except with prior approval of the President.

(e) No faculty member shall accept off-campus positions or appointments, whether or not paid, when such activities may impair the judgment of the faculty member in the discharge of University duties.

(f) Although faculty members may not accept compensation for special information known to them by virtue of their employment with the University, they may charge a fee or accept a retainer for the utilization of their special competence, knowledge and skill in consulting, design, or research directed toward the solution of specific problems for a specific employer or client.

(3) Compensation for University grant or contract research. Research is one of the normal functions of a member of the faculty and grants, contracts, or university-sponsored research funds may not be used to augment the total salary of a faculty member except during summer months or during authorized leave periods. Extra compensation may be received for services performed during summer months or authorized annual leave periods at a uniform rate determined by the percentage of effort of the faculty member, the member's annual salary, and the duration of the service.
Faculty work schedules allowing for no vacation period will not be regularly permitted. Faculty members who claim extra compensation for summer months or annual leave periods must file a Quarterly Effort Report with the Director of Research.

(4) Compensation for teaching night classes or during summer sessions. Faculty members and staff may receive extra compensation to teach night classes or summer session classes. The rate of compensation will be determined by the number of credit hours taught and the rank of the faculty member in accordance with the schedule approved by the Board of Regents. The total number of credit hours of evening and summer session teaching for which a faculty member may receive compensation is limited to nine semester hours for those on academic year schedules, or five semester hours for those on calendar year schedules. These totals may not be exceeded in any one year commencing with the beginning of the fall semester. Non-credit courses will be counted on the basis of fifteen lecture hours for each credit hour. Generally, teaching load reductions for research will not be authorized during a semester in which a faculty member receives extra compensation to teach evening classes, and extra compensation for summer session instruction will not be allowed simultaneously with extra compensation for summer research.

(5) Consulting, contract, and private employment. Faculty members may engage in consulting, contract, or private employment under the general rules for non-interference with University obligations and duties. Such activity should not exceed the equivalent of one eight-hour work day per calendar week.

(6) Record of outside employment. Before undertaking compensated outside activity, faculty members shall file with the department chairman or other administrative supervisor a form provided for this purpose. The department chairperson will endorse thereon a recommendation and forward it to the Dean or Director concerned. If the appropriate administrator approves the project, the chairperson and the individual concerned will be so notified. If the project is disapproved, the individual may appeal to the President of the University. If at any time the department chairperson considers that the project interferes with the performance of the official duties of the faculty member, the situation shall be reported to the Dean or Director. (Sept. 19, 1963)

c. University Employees Working for a Legislator
(1) Reassignment of University employees to work for legislators shall comply with the policies for Executive Branch employees set forth by the Governor or the Governor’s designee.

(2) In the event that a University employee should request to work for a legislator on a temporary inter- or intra-governmental assignment or exchange as provided for by Section 78-27, HRS, the agreement between the parties as required by statute shall specify that the University employee’s participation shall be conditioned on the employee being on an approved leave without pay from the University. (Ad: May 20, 2005)

Section 9-8 Radiational Safety.

The Manual of Procedures and Regulations Governing the Safe Use of Sources of Radiation at the University of Hawai‘i, dated January 25, 1970, shall apply to the use of sources of radiation at the University.

Section 9-9 Relocation Allowances.

A relocation allowance may be provided to University of Hawai‘i Board of Regents’ appointees to assist in defraying travel and transportation expenses associated with the relocation of the employee and dependents from the mainland, another island within the State or a foreign country to the location of permanent employment with the University of Hawai‘i. This policy is intended only for full-time BOR appointees in compensated positions.

The President shall develop implementing administrative policies and procedures to provide for reasonable relocation allowances, subject to the availability of funds, to Board of Regents’ appointees where such allowances are in the best interest of the University. (April 20, 1961; Dec. 5, 1980; am: Oct. 18, 2002)

Section 9-10 Faculty Housing.

a. Waahila Faculty Housing — University of Hawai‘i, Mānoa

(1) Purpose: The purpose of the Waahila faculty housing is to provide temporary, transitional housing for new faculty, executive, and managerial appointees of the University of Hawai‘i at Mānoa during their first year of employment. The maximum period of occupancy at the faculty housing is one year. The University has the discretion, in extenuating circumstances, to extend the period of occupancy.
Eligibility: Eligibility for units at the Waahila faculty housing is based on the tenant being a new faculty, executive, or managerial appointee of the University of Hawai‘i at Mānoa. If the tenant ceases to be an employee of the University, then neither the tenant nor tenant's family may continue to reside in the premises.

Assignment priority:

1. Assistant Professor/Researcher, Rank 3 (tenure track)
2. Associate Professor/Researcher, Rank 4 (tenure track)
3. Assistant Specialist, Rank 3 (tenure track)
4. Associate Specialist, Rank 4 (tenure track)
5. Professor/Researcher, Rank 5 (tenure track)
6. Specialist, Rank 5 (tenure track)
7. Executive, UH System
8. Managerial, UH-Mānoa
9. Endowed Chairs
10. Visiting faculty
11. Librarians (tenure track)
12. Extension agents (tenure track)
13. Junior Specialist, Rank 2, (tenure track)
14. Researchers (non-tenured track)
15. Instructors (non-tenured track)
16. Post doctoral appointees
17. All others

The following rules shall apply to the Waahila faculty housing:

(a) Housing units which become vacant toward the end of the second semester of any year will be reserved for new appointees and will not be available for employees already on the campus until after the beginning of the Fall semester. This would not prevent such units from being rented to Summer Session staff.

(b) If the tenant fails to pay rent by the tenth (10th) day of the month, this fact will be reported to the State Comptroller who will each month, in accordance with State law, deduct from the tenant's salary the amount permitted by law until the delinquent amount is fully paid unless a satisfactory schedule of payment of the delinquent rent is agreed to by the University and the tenant concerned.

(c) If in the judgment of the University the tenant is causing damage to the rented property beyond normal wear and
tear, or is failing to upkeep the premises, or if the tenant’s
conduct is a nuisance to other tenants, he/she will be given
one month's notice to vacate.

(d) Tenants are responsible for any damage to the property by
any member of their household.

(e) Minimum family size to qualify for assignment or continued
occupancy of faculty housing units are as follows:

(1) Studio units - one person
(2) One-bedroom units - one person
(3) Two-bedroom units - two persons
(4) Three-bedroom units - three persons

(f) Tenants absent from the islands during the summer session,
sabbatical and other authorized leaves may not sub-lease
their units without prior written approval from the appropriate
University faculty housing official. Tenant will remain
responsible to the University for the payment of the rent and
any other applicable fees.

(g) Anyone moving into the Waahila faculty housing shall be
required to make a security deposit to the University in the
form of cash or check equal to one month's rent. The
security deposit would be refunded to the tenant at the
termination of the lease, subject to deductions for, among
other things, the cost of replacing lost or damaged
furnishings, the cost of repairing and cleaning the unit and/or
furnishings which have been damaged or soiled beyond
reasonable wear and tear, and for accrued and unpaid rent.
The University has sole discretion in determining the amount
of damages charged to tenant for repairs and cleaning,
provided said charges do not exceed actual costs of repairs
and cleaning.

(5) Rental, electricity, gas, telephone and parking rates for Waʻahila
faculty housing at the University of Hawaiʻi at Mānoa:

(i) The Board of Regents shall impose rental, electricity, gas,
telephone and parking fees for occupancy at the Waʻahila
faculty housing, and shall revise such fees from time to time,
whenever necessary, so that the faculty housing project
remains self-supporting. The establishment and revision of
these rates shall be in accordance with Board of Regents’
procedures. Rental, electricity, gas, telephone and parking rates prescribed shall be sufficient to produce revenues to:

(a) Pay all costs of construction, operation, repair and maintenance of the faculty housing project, including reserves.

(b) Pay, when due, all bonds and interest thereon, for the payment of which revenue is or has been pledged, charged, or otherwise encumbered, including reserves.

(c) Provide a reserve for improvements to and replacement of faculty housing.

(d) Carry out all covenants and provisions of the resolution or resolutions authorizing the issuance of revenue bonds.

(ii) Rental, electricity, gas, telephone and parking rates at the Waahila faculty housing facility at the University of Hawai‘i at Mānoa shall be as follows:

Effective Sept. 1, 1994
Base Rental Rate Per Month

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bsmt Studio</td>
<td>$480.00</td>
</tr>
<tr>
<td>Studio</td>
<td>525.00</td>
</tr>
<tr>
<td>1-Bedroom</td>
<td>650.00</td>
</tr>
<tr>
<td>2-Bedroom</td>
<td>800.00</td>
</tr>
<tr>
<td>3-Bedroom</td>
<td>1025.00</td>
</tr>
</tbody>
</table>

(Ad: Jan. 22, 1993)

PARKING

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Unit (covered)</td>
<td>$22.00</td>
</tr>
<tr>
<td>(Ad: Jan. 22, 1993)</td>
<td></td>
</tr>
<tr>
<td>Per Unit (uncovered)</td>
<td>$15.00</td>
</tr>
<tr>
<td>(Ad: Nov. 15, 2007)</td>
<td></td>
</tr>
</tbody>
</table>

(iii) Base Rental Rates

(a) Base Rental Rates include water and sewer services.
(b) Telephone Basic Line Charges are at actual rates charged by UH Information Technology Services.

(c) There will be a separate utility charge for each unit for electricity and gas services, which will be an allocated portion of total utility consumption for the Wa‘ahila faculty housing complex. The allocation methodology will be based on the square footage of each unit.

(d) Rental rates may be adjusted from the Base Rental Rates based on any provided furnishings or amenities; provided that the rate adjustment shall not exceed the actual or fair market value of such provided furnishings or amenities.

(e) Rental rates may be adjusted from the Base Rental Rates for desirable or undesirable features attendant to specific rental units; provided that such adjustment shall not exceed five percent (5%) of the Base Rental Rate.

(f) Rental rates may be set lower than the Base Rental Rates to meet conditions in the apartment rental market.

(g) Without Board approval, Base Rental Rates may be increased annually, but not more than three percent (3%) a year greater than the most recently established Base Rental Rate.


b. University Housing Assistance Program

The University Housing Assistance Program Policy dated July 16, 1993, is located at the end of this chapter and made a part of this section. (ad: July 16, 1993; am: Apr. 21, 1995; am: July 21, 1995; am: April 26, 1996; am: Feb. 21, 1997; am: Nov. 22, 2002)

Section 9-11 Policy on Service Beyond Age 70.
This policy was superseded by Act 85, 1984 which repealed Section 78-3 of the Hawai‘i Revised Statutes entitled "Age Limit." There is no longer any age limit for public employment.

Section 9-12  Faculty Sick Leave Policy.

Faculty Sick Leave Policy for Unit 7 Faculty of the University of Hawai‘i:

a.  **Purpose.** This policy, effective December 1, 1989, was developed pursuant to Article V, D, "Sick Leaves," of the 1989-1993 Agreement between the University of Hawai‘i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai‘i after consultation with UHPA.

b.  **General Provisions.**

   (1)  Deans/Directors shall have the responsibility to maintain the leave document (UH Form 1) and the monthly Leave Status Report for reference.

   (2)  **Earning of Sick Leave**

      (a)  Faculty Members earn sick leave at the rate of one and three-quarter (1 3/4) working days or 14 hours for each full month of full-time service.

      (b)  Faculty Members on 9-month appointments shall earn 15.75 days or 126 hours of sick leave credit per academic year. The academic year begins in mid-August and ends in mid-May; therefore, for the purpose of calculating sick leave for the months of August and May, 9-month faculty shall be credited seven (7) hours for the month of August and seven (7) hours for the month of May.

      (c)  When a Faculty Member renders less than a full month of service, sick leave shall be earned in accordance with the table of earnings shown below:

<table>
<thead>
<tr>
<th>Actual Days of Service</th>
<th>Working Days of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>For 1 to 3</td>
<td>0</td>
</tr>
<tr>
<td>For 4 to 6</td>
<td>1/2</td>
</tr>
<tr>
<td>For 7 to 9</td>
<td>3/4</td>
</tr>
<tr>
<td>For 10 to 12</td>
<td>1</td>
</tr>
<tr>
<td>For 13 to 15</td>
<td>1 1/4</td>
</tr>
</tbody>
</table>
For 16 to 18 1 1/2
For 19 or more 1 3/4

(d) Sick leave for part-time faculty will be prorated on the basis of the FTE percentage.

(e) Faculty employed on a temporary, contractual, or substitute basis while on vacation from another position in the State government or any political subdivision of the State shall not earn sick leave allowance for such employment.

(f) A Faculty Member shall not accrue sick leave allowance:

1. During the period of any sick leave granted when the employment terminates or is to terminate at the end of such leave;

2. During any period of valid suspension which is sustained in the event an appeal is made by the Faculty Member;

3. During any period of unauthorized leave;

4. During any period a Faculty Member is on sabbatical or study leave; or

5. During the period the Faculty Member is on leave without pay.

(g) A Faculty Member shall accrue sick leave allowance during leaves with pay or being paid wage loss replacement under workers' compensation.

(3) Accumulation of Sick Leave

(a) A Faculty Member may accumulate earned sick leave. The unused sick leave accumulated shall be credited to the Faculty Member's account for subsequent use in the event of illness.

(b) Unused sick leave may be accumulated without limitation. Sick leave shall be administered on a calendar year basis and recorded at the end of each calendar year.
(4) Notification of Illness

(a) Notification of absence because of illness shall be given as soon as possible to the Department Chair or other equivalent supervisor (hereinafter referred to as the Chair) on or before the first day of absence, or if impracticable, as soon thereafter as circumstances permit.

(b) If in the opinion of the Chair, notification has not been given in accordance with this section, the Chair may recommend to the Dean/Director that such absence be charged to leave without pay.

(5) Application for Sick Leave

(a) Application for sick leave shall be filed on a UH Form 1 within five (5) working days after return to duty; provided that in the event such Faculty Member dies before that time or before returning to duty the executor or administrator of the Faculty Member's estate or the University if it is deemed proper may file such application within six (6) months after the occurrence of death.

(b) The Faculty Member shall be required to submit a certificate from a licensed physician for absences of more than five (5) consecutive working days to substantiate the fact that the period of absence was to be examined by a physician of the University's choice provided the University assumes the cost of the physician's services.

(6) Sick Leave Charged Only for Regular On-Duty Days

(a) Regular on-duty day is synonymous with regular State of Hawai‘i work day and does not include holidays and weekends. A regular on-duty day and a duty week for the purpose of determining sick leave pay shall not exceed eight (8) hours a day and forty (40) hours a week.

(b) Faculty Members absent from work because of sickness, shall have charged against their sick leave allowance, only regular on-duty days which occur during such absence. For Faculty Members on 11-month appointment this means any regular on-duty day exclusive of non-duty time.
(c) For Faculty Members on 9-month appointments, this means any regular on-duty day during the period beginning with the first official day of duty period in the Fall and ending with the Spring semester's commencement, including periods when classes are not scheduled.

(7) Sick leave may be allowed for medical, dental, optical, and optometrical examination appointments which the Faculty Member cannot schedule during non-duty time.

(8) Sick leave shall be allowed for temporary disabilities as defined under the Equal Employment Opportunity Commission Guideline, Title 29, Chapter 14, Section 1604, of the Code of Federal Regulations.

(9) Time-off for physical examinations required by the Employer shall not be charged against a Faculty Member's sick leave.

(10) Lump sum payment is not allowed for unused sick leave when a Faculty Member terminates; however, such sick leave credits shall be transferred to the Employees' Retirement System (ERS). (Reference: AP 9.350, "Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation") (Sept. 16, 1971; June 22, 1990; September 21, 1990)

Section 9-13 Health Fund, Retirement, and Other Benefits.

All University employees shall be entitled to only those benefits allowed all State of Hawai‘i employees by statute and/or through collective bargaining. Any additional benefits and/or allowances beyond those specified in this policy or granted by statutes and/or collective bargaining shall require the prior approval of the Board.

a. Health Fund and Retirement Benefits. Medical, health, life insurance and other benefits under the Hawai‘i Public Employee Health Fund and retirement benefits under the Employee's Retirement System of the State of Hawai‘i shall be in accordance with provisions of the Hawai‘i Revised Statutes.


(1) These provisions in general apply to lecturers and contractual employees, including BOR appointees employed on extramural
funds. These personnel are State employees and as such are subject to State rules and regulations as are other BOR appointees.

(2) Fringe benefits available to State employees are equally applicable to lecturers and contractual employees. These include (a) membership in the State Retirement System; (b) Social Security coverage; (c) Medical Plan Benefits; (d) Dental Program; and (e) Life Insurance. In the University of Hawai‘i, Social Security coverage extends automatically to, and only to, those covered by the State Retirement System. Membership in the State Retirement System and Social Security coverage is compulsory for certain employees. Medical, Dental, and Life Insurance are optional.

(3) Membership in the State Retirement System and Social Security coverage is compulsory for State employees who meet all the following requirements:

(a) Are U.S. citizens or alien residents in the U.S. under any but an "exchange" visa as indicated in item (4).

(b) Are employed for a period of service that is expected to extend for more than three months (although the initial contract may be for only three months or less).

(4) Aliens who enter into U.S. on IAP-66 (J) and I-20 (F) visas shall not be covered by Social Security; however, they must join the State Retirement system.

(5) For the purpose of these rules, lecturers who teach six semester hours or less and have no other faculty duties are considered to be less than half-time employees. A teaching load of six semester hours with other assigned faculty duties; or, a teaching load of seven semester hours or more is considered to be at least half-time equivalent. Community College lecturers who teach seven or less credit hours and have no administrative duties are considered to be less than half-time. A teaching load of eight semester hours or more is considered to be at least half-time.

(6) Excluded from membership in the State Retirement System and from Social Security coverage are employees who:

(a) are graduate assistants at the University of Hawai‘i.

(b) employees who are less than half-time or employed less than 3 months
Employees who were not initially enrolled in the State Retirement System and Social Security coverage under paragraphs (3)(a) above, whose contract is renewed or extended beyond three months, contrary to prior expectations, upon such renewal or extension will be routinely included as participants. However, such participation will not be made retroactive.

Membership in one of the State approved medical plans is optional to employees. Those employees who elect such membership are entitled to a State contribution toward the premiums as specified in the particular plan selected. To be eligible for the Health Fund Plan enrollment, an individual must be at least a half-time employee and the period of employment must be at least three months. Coverage under the free insurance and dental program for dependents under 19 years of age is available. The same eligibility requirements prevail as for the optional medical programs.

Payment for the cost of "fringe benefits" is traditionally shared by the employee and the employer. For contractual employees, the University's share of the cost of "fringe benefits" is a direct cost; that is, it cannot be taken from the indirect costs category of a grant or contract.

Principal investigators, in preparing proposals for research grants and contracts that involve contractual employees, must make realistic provisions for the inclusion of the University's contribution to fringe benefits in the direct costs of their proposals. Investigators must appreciate that in the cases indicated under paragraph (3) above, the University's contribution is mandatory, and furthermore that the University has no funds for such purpose except those included in the direct costs category of grants and contracts. Responsibility for the availability of the University's contribution rests with the principal investigator; if the grant or contract does not include fund earmarked for this purpose, the principal investigator will be required to transfer funds from another category of the grant or contract to cover these costs.

When the investigator preparing a proposal for a grant or contract is not clear about the regulations here stated, the investigator should discuss the specific case with the Director of Research (if a research grant/contract) or the appropriate dean (if a training grant/contract). Budgets of proposals should always be reviewed by the appropriate administrator while still in draft form. (Apr. 16, 1969)
c. Tax Deferred Annuity Program.

(1) The University of Hawai‘i’s Tax Deferred Annuity Program is established for the benefit of eligible employees who elect to purchase annuity contracts and/or establish custodial accounts.

(2) Participation in the University’s Tax Deferred Annuity Program shall be in accordance with the requirements of the Federal Internal Revenue Code and Hawai‘i Revised Statutes.

(3) The President shall be responsible for establishing procedures to administer the Tax Deferred Annuity Program, taking into consideration the method of filing salary reduction agreements for the withholding of salary amounts payable to annuity contracts and/or custodial accounts; authorization of service providers from which employees may purchase annuity contracts and/or establish custodial accounts; and other requirements necessary for participation in the Tax Deferred Annuity Program.

(4) The President shall be authorized to issue implementation guidelines, procedures, rules or regulations as may appropriate. Substantive program changes will require the Board’s approval prior to implementation. (Aug. 14, 1968; am: Oct. 20, 2000)

d. Emeritus Title.

(1) The emeritus title is an honor bestowed by the Board of Regents upon retiring University of Hawai‘i faculty members in recognition of dedicated and honorable service rendered to the University and to administrators who have made exceptional contributions to the University and provided long and distinguished service, and who are recognized as distinguished leaders in their profession.

(2) The emeritus title is conferred, upon recommendation of the President, to those persons retiring with the rank of full professor or its equivalent at baccalaureate campuses, or professor, community colleges rank at the Community Colleges or service in the position of vice-president, chancellor, or vice-chancellor for five or more years to the University at that rank or position.

(3) Individuals holding equivalent or higher positions, who report to the Board may be considered by the Board for the emeritus title using the above criteria. (April 16, 1969; Mar. 16, 1990; Jan. 17, 1992; Am: Dec. 15, 2005)
e. Exemptions from tuition and other fees. (see Section 6-4e)

f. Incentive Early Retirement Program

An Incentive Early Retirement (IER) program shall be provided for all Board of Regents' personnel who are eligible for retirement under existing Hawai‘i State Employees' Retirement System rules to enable retired personnel to continue employment on a part-time basis. Participation in the program shall be voluntary. Each IER plan must be mutually agreeable between the University and the employee as to terms and must meet the test of being beneficial to the University.

The President shall establish rules, procedures, and guidelines to implement the IER program. The President or his/her designee(s) may approve IER agreements within the rules, procedures, and guidelines so established for one year at a time for a maximum of three years. (March 18, 1983; am: Oct. 18, 2002)
Section 9-14   Executive Personnel Policies.

The Executive Personnel Policies shall govern the Executive personnel system for individuals appointed to Executive positions which are excluded from an appropriate bargaining unit. These policies, including the classification and compensation plan, the recruitment and appointment of personnel, the conditions of service and other provisions, are contained at the end of this chapter. (Oct. 20, 1978; Feb. 7, 1980; July 23, 1981; Sept 24, 1982; Aug. 2, 1985; Sept. 18, 1987; Oct 21, 1988; am: Oct. 19, 2001; am: Oct. 18, 2002; am: Oct. 17, 2003; am: Oct. 19, 2006)
SECTION 9-14
EXECUTIVE PERSONNEL POLICIES

I. INTRODUCTION

II. RECRUITMENT AND APPOINTMENT OF EXECUTIVE PERSONNEL
   A. General
   B. Recruitment/Selection of Candidate
   C. Appointments

III. COMPENSATION FOR EXECUTIVE PERSONNEL
   A. Purpose/Applicability
   B. Policy Statement
   C. Review
   D. Implementation
   E. Classification Policies and Procedures
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IV. CONDITIONS OF SERVICE
   A. Performance Evaluations
   B. Return Rights
   C. Professional Development
   D. Professional Improvement Leave
   E. Leaves Without Pay
   F. Perquisites
   G. Discipline and Appeal
   H. Mileage
   I. Travel Allowance
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V. ATTACHMENTS
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   Attachment 2 - Mileage Allowance
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EXECUTIVE PERSONNEL POLICIES
September 24, 1982

PART I
INTRODUCTION

A. **Purpose/Applicability.** The purpose of these policies is to specify the conditions of service applicable to individuals appointed by the Board of Regents (hereinafter "Board") to Executive positions which are excluded from an appropriate bargaining unit as specified in Section 89-6, Hawai‘i Revised Statutes, due to top-level Executive and administrative responsibilities.

B. **Authority.** These policies are established pursuant to the authority granted to the Board of Regents by Article X, Section 6 of the Constitution of the State of Hawai‘i, and by Sections 76-16(11), 304-11, and 304-13, Hawai‘i Revised Statutes (as amended from time to time).

C. **Definition:** Executive personnel shall include the following:

1. Those personnel with program responsibility who report directly to the President and their first deputies. Consequently, by virtue of reporting lines, policy and statute, the President is not defined as an Executive employee but in a singular category with appointment and terms and conditions of employment subject to the discretion of the Board of Regents.

2. Those who are the heads of major organizational segments of the University or represent the President in their area of cognizance in dealing with the Executive and Legislative branches of government, e.g., Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Chancellors, Vice Chancellors, Deans, Associate Deans, Assistant Deans, and Directors and Associate/Assistant Directors of major academic and administrative units.

D. **Review.** These personnel policies, including the appropriateness of utilizing the College and University Professional Association for Human Resources (CUPA-HR) salary survey and salaries derived there from, shall be reviewed at least once every two years by a committee of Executive personnel appointed by the President. Appropriate recommendations shall be transmitted to the President for his review and forwarding to the Board for its approval.

E. **Implementation.** These personnel policies supersede all prior policies and practices which may conflict with any provision contained herein. The President shall be responsible for the implementation and compliance of these policies by all personnel of the University. Exceptions to the Board policies contained herein may be made only upon approval of the Board.
PART II
RECRUITMENT AND APPOINTMENT OF EXECUTIVE PERSONNEL

A. General. Recruitment of and appointments to Executive positions shall be made in accordance with the following policies. (Am: Oct. 17, 2003; am: Oct. 19, 2006)


1. Executive vacancies shall be advertised in locations which are considered appropriate sources of recruitment and shall be in compliance with applicable EEO/AA requirements. Executive positions which directly supervise or have responsibility over instruction or research programs shall normally require a terminal degree in the field of involvement. Such positions shall be filled through national recruitment.

Executive positions which have supervision of or responsibility over administrative support, academic support, student services or community service programs normally do not require a terminal degree. Such positions may be filled through local recruitment.

Waiver of recruitment for positions reporting directly to the President shall require approval of the Board. The President may waive recruitment for other Executive positions when appropriate.

2. Where appropriate, an advisory committee may be established to advise the President, or other responsible administrator. If an advisory committee is established, the President or other responsible administrator shall provide the committee with the following directions:

a. The scope of the committee's tasks.

b. The criteria to be followed if candidates are to be evaluated.

c. Appropriate time limits.

d. The form of any recommendations to be made (Example: each candidate shall be determined as "qualified" or "not qualified" without any indication of ranking).

3. The President shall periodically consult with the Board on the status and other pertinent information regarding the search and selection process for Executive positions.

4. These guidelines do not apply in the case of temporary assignments; where additional duties which are not substantial are assigned to an individual previously appointed by the Board above and beyond the incumbent’s current duties; where reassignments are made because of organizational changes; or where
reassignments are made from one Executive position to another Executive position. (Oct. 19, 2006)

C. Appointments. Appointments to Executive positions are subject to Board approval and considered to be a consent of employment and not contractual appointments to specific positions. The University may reassign such personnel to any Executive position at its discretion during the term of an appointment without loss of pay. Such appointees serve at the pleasure of the University and as such, no employment contracts aside from the normal University employing documents shall be offered to any Executive employee. (Am: Oct. 19, 2001; am: Oct. 18, 2002; Oct. 17, 2003; am: Oct. 19, 2006)

1. Initial Executive Appointments
   a. Executive personnel with return rights shall normally be appointed for one year at a time, but initial appointments of up to three years duration may be made.
   b. Executive personnel without return rights may initially have term appointments not exceeding five (5) years.
   c. Appointments which require an individual with specialized experience and management skills to develop new programs, such as a new school or college, may be made at a title and salary commensurate with the assignment, pending the establishment of the Executive position. (Am: Oct. 19, 2006)
   d. Executive personnel with multi-year appointments serve at the pleasure of the University and, as such, shall be subject to appropriate performance criteria and shall be required to maintain satisfactory performance as a condition of continued employment. If satisfactory performance is not maintained, the executive may be reassigned or terminated in accordance with section 2.f. or 2.g. below, as appropriate. This requirement shall apply to initial appointments and reappointments. (am: Oct. 17, 2003; Apr 16, 2009)

2. Reappointments, Reassignments, and Non-Renewal of Appointments
   a. Reappointments shall be based on the needs of the University.
   b. Executive personnel without return rights normally may have term reappointments for periods of up to three (3) years. (Am: Oct. 19, 2006)
c. Reassignment of Executive personnel to any other Executive position, as provided in Section C above is considered to be a continuation of employment and is not an initial appointment.

d. The non-reappointment of individuals to Executive positions is not considered a termination for cause, but is an exercise of the University’s prerogative to select Executive personnel to direct and manage the affairs of the University.

e. Personnel appointed to Executive positions who have return rights to another University position may be reassigned at any time during the appointment period to such former position upon being given at least thirty (30) days written notice by the appropriate administrator. See Return Rights, Part IV, B. (am: Oct. 17, 2003; Oct. 19 2006; Apr 16, 2009)

f. Executive personnel who do not have return rights to another position shall be provided prior written notice of termination of appointment. During the first two (2) years of employment, three (3) months notice shall be given prior to the effective date of the termination action. After two (2) or more years of service, six (6) months notice shall be given prior to the effective date of the termination action. Notice of termination may be given at any time during the appointment period. (Am: Oct. 18, 2002; Oct 17, 2003; Oct. 19, 2006; Jan. 10, 2008; Apr 16, 2009)

g. Executive personnel serving in an acting or interim capacity have temporary appointments which may be terminated with appropriate notice. Such personnel with return rights to another position may be terminated upon 30 calendar days notice. Such personnel who do not have return rights to another position should be given as much notice as possible, but in no event less than 90 calendar days. (Am: Oct. 19, 2006)
PART III

COMPENSATION FOR EXECUTIVE PERSONNEL
(Am: Oct. 19, 2006)

A. Purpose/Applicability.

The purpose of these policies is to describe the provisions of the compensation system applicable to individuals appointed by the Board of Regents (hereinafter “Board”) to Executive positions which are excluded from an appropriate bargaining unit as specified in Section 89-6, Hawai‘i Revised Statutes.

B. Policy Statement.

The University of Hawai‘i system operates in a highly competitive environment and recognizes that its faculty and administrators are primary assets, and the principal source and means by which the University carries out its mission.

The University aspires to provide base compensation for its Executive personnel that is competitive with pay levels of individuals who have similar responsibilities, demonstrated competence, and experience. The compensation levels for the University’s Executive positions shall be based on relevant competitive markets as well as on the level of responsibility of the position. It is the aspiration of the University to be able to offer starting salaries so that most fully competent and experienced staff are compensated at the median rate paid to Executives and managers in similar positions at university systems or employers with which the University competes for staff. Each employing unit is responsible for insuring that they maintain equity across protected groups.

- Administer the University’s compensation program without regard to an individual’s race, age, disability, color, religion, national origin, citizenship, marital status, sexual orientation or any other protected classes.

- Provide equitable pay grade classifications for Executive positions. Each position will be analyzed, described in writing, and classified according to complexity and responsibility so that comparisons can be made with comparable university systems and recruitment sources.
• Establish equitable Executive pay grade classification schedules consistent with the University’s organizational structure with pay grade medians equal to the median salaries paid by comparable universities and recruitment sources.

• Maintain salary ranges for these pay grade classifications that properly reflect internal position relationships in addition to being competitive with external pay practices of comparable universities and recruitment sources.

• Pay individuals within their salary ranges according to their level of performance, rewarding good performance and withholding increases when they are not warranted by individual performance.

• Provide guidelines for sound and consistent salary decisions throughout the organization.

• Permit delegation of salary administration authority while maintaining adequate control.

The University values the components of the work experience including a positive and healthy environment that addresses the physical, emotional and intellectual well-being of its staff. Components enhancing the staff’s work experience will be consistent with offerings by similarly situated university systems.

C. Review.

These Compensation Policies shall be reviewed at least once every two years by an advisory Compensation Committee appointed by the Board. The Compensation Committee shall consult with the University President when reviewing the compensation policies. Upon completion of its review, the Compensation Committee will present its recommendations to the President for his review and forwarding to the Board for final action.

D. Implementation.

These compensation policies supercede all prior policies and practices which may conflict with any provision contained herein. The President shall be responsible for the implementation and compliance of these policies by all personnel of the University.

E. Classification Policies and Procedures.

1. Authority
a. Generally, compensation actions shall comply with the terms of these Compensation Policies. Exceptions, however, are permitted in unique and well-justified cases. The President has the authority to grant such exceptions, except for those positions for which the Board is the final approving authority; in those cases, the Board has the authority to grant such exceptions. The President will report such exceptions to the Board semiannually.

b. The Board is the final approving authority for all appointment, reappointment, and compensation actions, including acting and interim appointments, related to the positions reporting directly to the President or to the Board and the following Unclassified Positions. These positions are established by the Board and are excluded from the University’s grade classification schedules with appointment and terms and conditions of employment subject to the discretion of the Board. These positions are distinguished as the University’s highest profile positions in specific occupational disciplines where compensation and other terms and conditions of employment are market driven and often beyond the scope of the grade classification schedules for the University’s positions. Included in this group are:

- President, UH System
- Chancellor, UH Mānoa
- Chancellor, UH Hilo
- Chancellor, UH West O'ahu
- Vice President, UH Community Colleges
- Vice Chancellors, UH Mānoa

UH Mānoa Deans and Directors as follows:

- John A. Burns School of Medicine
- William S. Richardson School of Law
- Shidler College of Business
- College of Engineering
- College of Tropical Agriculture & Human Resources
- School of Nursing
- Institute for Astronomy
- School of Ocean and Earth Science and Technology
- Cancer Research Center of Hawaii
- Athletics Director

UH Hilo Deans as follows:
College of Pharmacy

The Board shall review the list of Unclassified Positions at least once every two years to confirm or amend the list as may be required. The Board may, at its discretion, amend the list at any time. The President may, from time to time, submit recommendations to the Board to amend the list of Unclassified Positions. Such recommendations to the Board shall be made in writing and shall include relevant justification.

The approving authority for all other appointment, reappointment, and compensation actions under this policy requires the approval of at least two Executive reporting levels above the position involved in the transaction.

For example, the President is the final approving authority for all appointments, reappointments, and compensation actions involving Executive positions reporting to his/her direct reports. Accordingly, the Chancellors and Vice Presidents who report directly to the President are the final approving authority for all other appointment, reappointment, and compensation actions for Executive positions within their respective areas of responsibility.

c. Working through the Vice President for Administration, the System Director of Human Resources shall review all management compensation transactions for compliance with the University’s compensation policies, and shall advise the President of transactions found not to be in compliance.

2. Initial Hires

Chancellors and Vice Presidents are authorized to set starting salaries for new employees up to and including the control point of the appropriate classification salary range established for that position. The calculation of the “control point” for a given classification is generally understood to be based on the median of the relevant CUPA survey of public and private institutions, though the use of CUPA for these purposes will be part of the periodic review of these policies required in parts I(d) and III(c).

The President may, upon the recommendation of the vice president/chancellor and at his/her discretion, authorize higher starting salaries up to the maximum of the salary range for new Executive employee candidates who have exceptional skills, experience, and qualifications and who are expected to contribute immediate productive performance.
The Board upon the recommendation of the President and at its discretion, may authorize starting salaries exceeding the maximum of the salary range width for exceptional candidates for positions reporting directly to the President or the Board.

3. Annual Salary Adjustments

In order to insure that Executive employee salaries are competitive with comparable university systems, salary adjustments may be granted periodically, subject to the availability of Board authorized funds for salary adjustments. The amount of such salary adjustments will be based on individual performance with consideration given to the individual’s placement within his/her grade classification salary range.

a. Executive employees shall be eligible for merit salary adjustments and/or performance incentive awards as follows:

   • The President, with assistance from the System Director of Human Resources working through the Vice President for Administration, will develop annual salary adjustment guidelines. The guidelines will insure that the salary increases are granted on a fair and equitable basis. The guidelines may include a matrix for authorized salary increase amounts taking into consideration both individual performance and one’s placement within his/her grade classification salary range. (Generally increases for those in the upper percentiles of their salary range are lower than for those who perform at an equal level but who are in the lower percentiles of the salary range.) The guidelines may include special provisions and/or compensation incentives for individuals whose base pay exceeds the maximum of their respective grade classification range.

   • Executives who have final approval authority under these Compensation Policies may approve any salary adjustment within the guidelines established by the President or the Board provided that the resulting salary level does not exceed the maximum of the grade classification range established for that position. Base salary adjustments beyond the median of the salary range may only be granted to those employees whose performance is above the fully satisfactory level.
• Generally, all base salaries shall be within the authorized grade classification range limits. Exceptions, however, are permitted in unique and well-justified cases. The President has the authority to grant such exceptions, except for those positions for which the Board is the final approving authority; in those cases, the Board has the authority to grant such exceptions. The President will report such exceptions to the Board semiannually.

• Performance Incentive Awards (PIA) may be granted pursuant to University procedures for meritorious performance.

4. Special Salary Adjustments

Special salary adjustments may be granted to incumbents in extraordinary circumstances such as retention, based on the recommendation of the appropriate Vice President or Chancellor.

5. Acting/Interim Appointments

Individuals appointed to Executive positions on an acting or an interim basis may be compensated with a temporary pay adjustment.

Chancellors and Vice Presidents are authorized to set starting salaries for acting/interim Executive appointments up to and including the control point of the appropriate classification salary range established for the Executive position.

The President may, upon the recommendation of the vice president/chancellor and at his/her discretion, authorize higher starting salaries up to the maximum of the salary range for, acting/interim Executive appointments for candidates who have exceptional skills, experience, and qualifications and who are expected to contribute immediate productive performance.

The Board upon the recommendation of the President and at its discretion, may authorize starting salaries exceeding the maximum of the salary range width for exceptional candidates for positions reporting directly to the President or the Board.

Should the employee not be appointed to the position after serving in an acting or interim capacity, the following will apply:
• Additional temporary pay adjustment received for serving in an acting or interim basis will be terminated upon completion of the assignment.

• Upon return to the individual’s former position, his/her salary shall be that which he/she would have received at the time of return had he/she not accepted the acting or interim assignment, adjusted as may be equitable under the circumstances.

F. Compensation Administration Responsibilities.

The University’s System Office of Human Resources working through the Vice President for Administration, will administer, monitor, and maintain these Compensation Policies to ensure competitiveness and to stay abreast of current trends. The University’s Office of Equal Opportunity/Affirmative Action working through the Vice President for Legal Affairs and University General Counsel shall be responsible for the oversight of internal compensation equity to ensure both legal and policy compliance.

The University’s System Office of Human Resources working through the Vice President for Administration, will also recommend revisions of the program as required and provide appropriate reports to the President and the Board. Specific responsibilities shall include the following:

1. Consults with and reviews salary actions or recommendations to insure conformance with these Compensation Policies, administration guidelines, and the salary adjustment budget. Reviews and makes recommendations to the President for salary actions requiring the President’s or Board’s approval.

2. Requests the Vice Presidents and Chancellors annually to review their Executive position descriptions to insure that they are current and accurate. If the duties and responsibilities of the position have changed, a revised position description shall be submitted to the System Office of Human Resources for appropriate classification action.

3. Reviews the salary grade classification pay ranges annually and recommends revisions if required by changes in the competitive market (e.g., as reflected by changes in the CUPA survey used to establish the control points for classification ranges). Consideration will be given to the general movement of salaries paid in comparable universities for comparable positions, based on surveys and specific job analysis.
The System Office of Human Resources will prepare a report and recommendation for salary structure adjustments if necessary for the President's review and final approval by the Board.
PART IV
CONDITIONS OF SERVICE

A. Performance Evaluation.

Every appointee to an Executive position shall be evaluated for performance and accomplishments annually during the March-June period according to criteria and procedures established by the President, which shall include performance categories as well as criteria upon which Executive appointees are to be evaluated. Such evaluation shall include a review of the position description and classification assignment of the position to which the individual has been appointed.

The results of the evaluation shall be the basis for reappointment as appropriate and for consideration of salary adjustments and performance incentive awards. Performance incentive awards are to be paid as lump sum bonuses based on the evaluated performance for the immediately completed fiscal year, without increasing the base salary of the employee. (Am: Oct. 22, 1999)

B. Return Rights.

Personnel appointed to an Executive position, with return rights to another University position, may be reassigned to such position. Upon return to the position, either during or after an appointment period, the individual's salary shall be that which the individual would have received at the time of return had he/she not accepted the Executive appointment, adjusted as may be equitable under the circumstance. (Am: Oct. 19, 2001; Oct. 17, 2003)

C. Professional Development.

Executive personnel are expected to continue their professional development during their period of appointment so as to enhance their capabilities and value to the University. Accordingly, they may be provided opportunities for taking leaves of absence and for participating in appropriate activities and programs which will attain this objective.

D. Professional Improvement Leave.

1. Applications for professional improvement leave shall be submitted at least six (6) months before the start of the leave in accordance with instructions and criteria established by the University.

2. Executive personnel may be granted leave with pay for professional improvement consistent with development in their profession and needs of the University. Leave may be granted for periods up to twelve (12) months at full pay or twelve (12) months at half pay after six (6) years of full-time continuous service, including creditable service in other Board of Regents classifications with total months earned at the rate of one (1) month for each year, up to twelve (12) years of service. Leaves of shorter duration may be granted at the
rate of one (1) month of leave for each year of Executive service, after six (6) years of full-time continuous service up to twelve (12) years, including creditable service in other Board of Regents classifications. The total short duration leave taken with pay should not exceed that provided for regular professional improvement leave. (Sept. 27, 2007)

3. Any individual granted a leave with pay for professional improvement shall agree to return to service at the University, at the rate of one (1) year for each six 6 months of leave at full pay, or at a prorated rate. (Sept. 27, 2007)

4. In addition, an individual who leaves any Executive position to return to teaching or research is encouraged to apply for professional improvement leave if the duration of the Executive appointment has been for at least six (6) years and a professional improvement or a sabbatical leave was not taken during this period. Leaves of shorter duration may be granted at the rate of one (1) month of leave for each year of Executive service, after six (6) years of full-time continuous service up to twelve (12) years, including creditable service in other Board of Regents classifications. The total short duration leave taken with pay should not exceed that provided for regular professional improvement leave. (Am: Oct. 19, 2006; Sept. 27, 2007)

5. The leave approved under this provision shall be at the employee's Executive salary and may be taken from a faculty position. The salary shall revert back to the appropriate faculty salary at the end of the leave period. The other conditions of such leave are noted above, except that the University may, at its option, waive the requirement for the initial qualification period and grant leave at the rate of one (1) month for each full year of service.

6. It is expected that an individual on professional improvement leave at full pay will not take employment for compensation during the leave, and that an employee on half pay will not take more than half-time employment. However, it is recognized that in some instances such employment is necessary for, or enhances, the attainment of the purposes for which the leave was granted. In such cases a request for permission to take compensated employment should be included in the application. Upon the return of the employee from professional leave, the individual shall report in writing to the appropriate supervisor on the activities during the leave.

E. **Leaves Without Pay.**

Executive personnel may be granted leaves without pay for purposes such as professional development, military leave, or for urgent personal reasons, including personal illness or illness of family members. These leaves of absence except for urgent personal reasons, shall normally be granted for no more than one year at a time. There may be combinations of leaves, such as paid professional improvement leave followed by leave
without pay. Leaves for urgent personal reasons shall not be granted for more than ninety days at a time.

Discretionary leaves such as professional development leave and in certain circumstances, military leave, may be granted provided a satisfactory temporary replacement, if needed, can be secured. Approval of personal leaves of an emergency nature shall not be unreasonably withheld.

F. Perquisites.

Executive personnel may be granted perquisites not in conflict with State law. However, prior Board approval is required when an Executive employee is being offered a perquisite not afforded all other University employees. (Am: Oct. 18, 2002)

G. Discipline and Appeal.

1. Executive personnel shall not be disciplined except for proper cause.

2. Reassignments and non-reappointments as provided for in Part II, Section C.2, are not disciplinary actions and are therefore not appealable.

H. Mileage.

See Attachment 2.

I. Travel Allowance.

See Attachment 3.

J. Additional Duties.

As professionals, Executive personnel may be assigned additional duties from time to time. In cases where significant additional duties are temporarily or permanently assigned, an adjustment to the individual’s salary may be granted. Upon completion of the additional temporary duties, the additional compensation shall terminate. (Am: Oct. 19, 2006)
K. Other Conditions of Service.

Executive personnel shall be granted all rights and benefits accorded other University employees as provided by statute, rule, or Board policy except as may be specifically modified by this policy or other policies of the Board of Regents. These rights and benefits shall be subject to adjustments and modifications as provided by Section 89-C, HRS, which provides for comparability with bargaining unit members. Any additional benefits shall require prior approval of the Board. (Am: Oct.18, 2002) See Attachment 4 for the Rights and Benefits.
## EXECUTIVE SALARY SCHEDULE

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MILEAGE ALLOWANCE

Executive employees who are required to use their private vehicle for official business shall be reimbursed at the applicable federal rate per mile. (July 1, 1982; Oct. 21, 1988; am: Oct. 19, 2006)
TRAVEL ALLOWANCE

Executive personnel traveling on University business shall be authorized per diem rates and benefits comparable to those authorized for bargaining unit 07 members. (Oct. 21, 1988; am: Oct. 19, 2006)
RIGHTS AND BENEFITS

Rights and benefits shall include, but shall not be limited to, the following:

1. Board of Regents Policies
   a. Patents and Copyrights - Section 5-3f
      (See Administrative Rules 20-3)
   b. Exemption from Tuition - Section 6-4e
      (See Administrative Rules 20-3)
   c. Employment of Relatives - Section 9-4
      (See Administrative Rules 20-3)
   d. Political Activity - Section 9-5
      (See Administrative Rules 20-3)
   e. Outside Employment - Section 9-7
      (See Administrative Rules 20-3)
   f. Relocation Allowances - Section 9-9
      (See Administrative Rules 20-3)
   g. Health Fund, Retirement and Other Benefits - Section 9-13
      (See Administrative Rules 20-3)
   h. Parking - Section 10-5
      (See Administrative Rules 20-12)
   i. Travel Per Diem - Section 9-18
   j. Legal Representation
      (contained at the end of this Chapter)

2. Hawai‘i Revised Statutes
   a. Holidays - Chapter 8
   b. Vacation leave - Chapter 79
   c. Sick leaves - Chapter 79
   d. Worker’s Compensation - Chapter 79
   e. Funeral leave - Chapter 79
   f. Jury or Witness leave - Chapter 79
g. Military leave - Chapter 79

h. Medical, Dental and Life Insurance Plans - Chapter 87

i. Retirement and Social Security Benefits - Chapter 88

3. In cases where the granting of benefits affect programs or facilities of the University, the President may prescribe conditions under which such benefits shall be awarded.

Legal Representation

1. The Board of Regents shall provide legal counsel to Executive employees upon written request when:

a. The Executive employee is sued for actions taken by the employee in the course of the employee's employment and within the scope of the employee's duties and responsibilities, as determined by the Board, upon advice of counsel.

b. The Executive employee must appear as a defendant or is subpoenaed to appear in court when sued for actions taken in the course of employment and within the scope of the employee's duties and responsibilities.

c. The Executive employee must appear as a witness or is subpoenaed to appear in court on a matter arising in the course of employment and within the scope of the employee's duties and responsibilities.

d. The Executive employee is required to give a deposition or answer interrogatories on a matter arising in the course of employment and within the scope of the employee's duties and responsibilities.

2. The President or his/her designee shall initially determine if the Executive employee was performing within the course of employment and within the scope of the employee's duties and responsibilities. If the Executive employee requesting representation reports directly to the President, the President shall appoint a three member committee to consider whether the employee was performing within the course and scope of his/her duties and responsibilities. The committee shall report its findings to the President, along with its recommendation for Board consideration.

3. The University shall be responsible for any judgment or court approved settlement made against an Executive employee in a civil suit for actions taken by the Executive employee in the course of his/her employment and within the scope of his/her duties and responsibilities, and the Board of Regents may request an appropriation from the Legislature to cover the cost of any judgment (or court approved settlement) against the Executive employee. (Am: Sept 11, 1998; am: Oct.18, 2002)
Section 9-15  Evaluation of Board of Regents' Appointees

a. Board of Regents’ appointees will be evaluated periodically in accordance with the guidelines below and the specific procedures developed by the appropriate administrative offices to implement this policy. These performance evaluations shall be conducted in order:

(1) to provide assurance to the University and its constituents that professional staff resources and particular areas of expertise are being used to the best advantage;

(2) to provide for the systematic recognition of excellence and develop incentives for superior performance; and

(3) to provide means for the improvement of performance in furtherance of the University’s mission.

b. In recognition of the special role of the faculty in the academic mission of the University, procedures for periodic review of faculty performance must provide safeguards for academic freedom and shall provide the opportunity for participation of faculty peers in the review process. Accordingly, each Chancellor, in consultation with appropriate faculty governance organizations, shall develop procedures for such review which incorporate these principles. The procedure shall include a requirement for evaluation of every faculty member at least once every five years, and may provide for exempting faculty who have undergone a review for reappointment, tenure, or promotion, or who have received a merit salary increase during this period. Faculty review procedures shall be submitted by the Chancellor for approval by the President.

c. Administrative, Professional, and Technical (APT) employees shall be evaluated at least once every three years according to procedures approved by the President.

d. Employees in the Executive and Administrative/Managerial classification shall be evaluated annually as specified in Section 9-14.

e. For any campus which does not have an approved faculty review procedure development in accordance with section b. for implementation in academic year 1981-82, faculty shall be evaluated according to procedures approved by the President. These procedures shall remain in effect until procedures developed in accordance with section b. are approved and implemented. (Oct. 16, 1981)

Section 9-16  Teaching Assignments for Instructional Faculty. The instructional faculty of the University of Hawai‘i has duties and responsibilities that encompass a number of professional activities in addition to teaching. The nature and scope of these additional duties depend on the particular mission of the unit and program and the relationship of that mission to the faculty member's professional qualifications. As instruction is the University's highest priority, however, teaching
remains the most important duty of its faculty. This policy sets standards for the assignment of the instructional component of faculty responsibilities.

a. Except as otherwise provided herein, the standard teaching assignments for full-time instructional faculty shall be as follows:

1. 24 semester credit hours per academic year at the University of Hawai‘i at Mānoa,

2. 24 semester credit hours per academic year at the University of Hawai‘i at Hilo, excepting Hawai‘i Community College,

3. 24 semester credit hours per academic year at West O‘ahu College, and

4. 30 semester credit hours per academic year in the University of Hawai‘i Community Colleges, and at Hawai‘i Community College.

b. The teaching assignments in section a. refer to classroom lecture instruction. For other modes of instruction (clinical practice, laboratory, thesis supervision, etc.), each Chancellor shall develop and recommend:

1. an appropriate measure of the instructional activity (contact hours, number of students supervised, etc.), and

2. an equivalence relating the designated measure to semester credit hours.

It is expected that the development of appropriate equivalents will involve consultation of the appropriate faculty, department chairpersons, and academic deans.

Such equivalents shall be reviewed and approved by the President and reported to the Board of Regents upon their establishment or subsequent revision consistent with Board policy.

c. In recognition of the diverse responsibilities of the University and its faculty, each Chancellor shall develop and recommend equivalents for specific non-instructional activities that are consistent with and in furtherance of the mission of the University unit and program.

It is expected that the development of appropriate equivalents will involve consultation of the appropriate faculty, department chairpersons, and academic deans.

The definitions of these equivalents shall include:

1. a description of the professional activities for which they may be granted,

2. an explanation of the relationship of these activities to institutional and program mission and priorities, and
(3) guidelines for determining the circumstances which warrant granting them.

Such equivalents shall be reviewed and approved by the President and reported to the Board of Regents upon their establishment or subsequent revision consistent with Board policy.

The implementation of this policy shall be the responsibility of the Chancellors of the respective units.

d. Teaching assignments for part-time instructional faculty or for faculty paid less than full-time from instructional funds shall be as in section a. prorated by their fractional full-time equivalent in instruction.

e. Each unit shall ensure against discriminatory teaching assignments. In addition, Chancellors shall establish procedures to monitor the effectiveness of teaching reductions for non-instructional duties.

f. During the spring semester of academic year 1982-83, equivalencies shall be developed by April 30, 1982, in accordance with this policy, and teaching assignments beginning in fall semester 1982-83 shall be determined as set forth herein. (Jan. 22, 1982)
Section 9-17 Excluded Administrative, Professional and Technical (APT) Employees’ Personnel Policies. The following policies shall govern the personnel system for those APT employees excluded from their bargaining unit due to responsibilities which concern confidential matters affecting employee-employer relations. (June 20, 1986; am: Apr. 22, 2005)

PART I
INTRODUCTION

A. Purpose/Applicability. These policies are applicable to Administrative, Professional, and Technical (APT) employees classified and compensated in accordance with the APT Classification and Compensation Plans and excluded from the appropriate collective bargaining unit as designated in Section 89-6, Hawai‘i Revised Statutes, due to responsibilities which concern confidential matters affecting employee-employer relations.

B. Authority. These policies are established pursuant to the authority granted to the Board of Regents by Article X, Section 6 of the Constitution of the State of Hawai‘i, and by Sections 76-16(11), 304-11, and 304-13, Hawai‘i Revised Statutes.

C. Review. These personnel policies shall be reviewed coincident with the review of the BU 08 agreement (i.e. contract negotiations), by a committee of excluded APT personnel appointed by the President or designee. Appropriate recommendations shall be transmitted to the Board for its approval.

D. Implementation. The President shall be responsible for the implementation and observance of these policies by all personnel of the University. Exceptions to the Board policies contained herein may be made only upon consultation with the Board.

PART II
CLASSIFICATION AND COMPENSATION

A. Classification.

1. The University shall maintain an Administrative, Professional, and Technical (APT) classification plan applicable to all APT positions, included or excluded.

2. Positions shall be classified in accordance with established criteria for the maintenance of the APT Classification Plan.

B. Compensation.

Employees shall be compensated in accordance with the established APT Compensation Plan. (Ref: Administrative Procedure A9.210.)
C. Salary Administration.

Initial salary placement and subsequent salary adjustments shall be in accordance with University policies and procedures. (Ref: Administrative Procedure A9.210.)

PART III
CONDITIONS OF SERVICE

GENERAL POLICY

Excluded Administrative, Professional, and Technical (APT) employees covered by these policies shall be accorded rights and benefits no less than that enjoyed by APT employees included in the appropriate bargaining unit, with the exception of Union representation and with the following clarifications:

A. Employment Security

1. All employees who have satisfactorily completed three (3) years of continuous creditable APT service shall be given employment security and shall have reemployment rights to excluded positions.

2. Creditable service shall not include periods of leave without pay. Leaves without pay shall not, however, constitute breaks in service.

B. Employment Rights

1. Employment preference for excluded APT positions shall be given to employees covered by these policies who meet the specified minimum qualification requirements.

2. Employees who have reemployment rights and (1) have an appointment with a specified ending date or (2) are notified of impending termination due to lack of work or funds or need shall be eligible to apply for excluded position vacancies which occur during the 60-day period prior to the end of their appointment period. These employees shall be provided the following information in the written notice of termination: (1) effective date of termination, that is, close of business date, (2) notice of Priority 1 status, (3) notice when Priority 2 status becomes applicable, and (4) instructions on applying for vacancies including the employee’s obligation to self-identify as having priority status and applying for excluded position vacancies. The appointing or designee shall offer to meet with the employee about to be terminated to discuss the employee’s preferential selection under priority status.
3. Employees who are discharged for proper cause which discharge is upheld or not contested, or who are terminated for substandard performance, or who resign their positions shall not be eligible to exercise any employment rights in this section.

4. When filling excluded APT positions, and upon application, the order of preference shall be as follows:

**Priority 1:** Employees with employment security who are being relieved or terminated because of lack of work or other legitimate reasons, who meet the minimum qualification requirements of the position, shall have preference for a vacancy in the same or lower pay band as the position from which the employee is being relieved or terminated.

**Priority 2:** Employees with employment security who have been relieved or terminated because of lack of work or other legitimate reasons, who meet the minimum qualification requirements of the position, shall have preference for a vacancy in the same or lower pay band as the position from which the employee was relieved or terminated, for a period of eighteen (18) months from the date of separation.

**Priority 3:** All other excluded APT employees.

5. An excluded employee who is employed or reemployed in a new position shall serve a new six (6) month probationary period, which may be extended an additional six (6) months by the employer. A reemployed employee shall not forfeit the original reemployment rights if separated during the employee's probationary period, unless dismissed for cause.

6. Within thirty (30) days from the effective date of the new appointment, the employee may request in writing to the appointing authority to return to the employee’s former position, provided that: (1) the employee has employment security, (2) the employee held a permanent position immediately prior to the new appointment, (3) the employee’s former permanent position is available for filling, and (4) the employee receives written approval of the appointing authority for the position to which the employee seeks to return.

C. **Layoffs**

1. The term "layoff" shall mean a termination due to lack of funds or work, of an employee whose salary is paid from the general revenues of the State of Hawai‘i or from funds deemed by the University to be assured for an indefinite period of time. It shall not apply to terminations at the end of an appointment period for personnel in temporary positions or those in positions paid from extramural funds.

2. Only employees with employment security shall be entitled to this layoff procedure.
3. When there is an impendinglayoff, the employer shall notify the
affected employee(s) in writing as soon as possible but not later
than ninety (90) calendar days before the impending layoff is to
take place.

4. The following procedures shall be followed to effectuate the layoff:
   a. Seniority points based on months of creditable service in the
      APT system shall be used. One point shall be computed for
      each month of full-time equivalent service.
         (1) APT service at one-half time or more is creditable.
         (2) Only that period of continuous University service
             immediately prior to the layoff is creditable.
         (3) Periods of leaves without pay or non-APT service are
             not creditable.
   b. In determining placement in another position, the Employee
      must meet the minimum qualifications of that position.
   c. Employees referred to vacant positions under this section
      shall have priority over employees exercising normal
      preferential employment rights.
   d. Order of placement.
      (1) To a vacant excluded APT position at the same time
          or lower pay band.
      (2) To a filled excluded APT position at the same or lower
          pay band from which an employee is to be displaced.
          (See Displacement Rights)
      (3) To a vacant included position (whereby the affected
          employee then becomes a member of the bargaining
          unit) at the same or lower pay band.
   e. Referral for placement in a vacant position shall be on the
      basis of the employee's designation of geographic
      location(s) and the minimum acceptable pay band, the latter
      shall be binding on the Employee. Referrals shall be to
      positions which are funded from the general revenues of the
      State of Hawai‘i or from funds deemed by the University to
      be assured for an indefinite period of time, and full
      particulars of the position shall be disclosed to the employee.
   f. The employee shall be entitled to three (3) offers for
      placement in a position, which is in accordance with the
terms specified in 4.e. above. If, however, the employee should decline to accept the first offer of employment, the employee shall forfeit displacement rights in paragraph 5 below. The employee is still entitled to two (2) more offers to vacant positions, if available.

5. Displacement Rights

a. In the event there is no available vacant position for which the employee qualifies, the employee shall have rights to positions held by excluded employees covered by these policies and which are funded from the general revenues of the State of Hawai‘i or from funds deemed by the University to be assured for an indefinite period of time.

b. The employee shall be referred in the following order:

(1) To an excluded position in the same career group occupied by probationary employee at the same or lower pay band in descending order. If more than one probationary excluded employee at any level is subject to displacement, the one with the least seniority points shall be displaced.

(2) To an excluded position in the same career group occupied by an employee with employment security and with the least seniority points at the same or lower pay band in descending order.

c. The employee affected by the layoff may waive his displacement rights, in writing to the employer, thereby limiting placement to vacant positions.

6. An employee who is placed in a position at a lower pay band in accordance with these layoff procedures shall maintain existing rate of pay and all rights and benefits which would have accrued in the position from which laid off.

7. When an employee cannot be placed in another position or refuses to accept a position offered under paragraph 4.f. the employee will be terminated with entitlement to employment rights as previously defined.

D. Grievance Procedure

A grievance is defined as a complaint filed by an employee alleging that there has been a misinterpretation, misapplication, or violation of personnel statute, rule, regulation, or written policy with adverse results to the employee. Dissatisfaction with matters of classification and pricing are not grievable under this procedure.
1. There are three formal decisionmaking levels.
   a. Dean, or Director
   b. Chancellor, Vice President or designee
   c. President, or designee

2. The grievance shall be filed at the first formal step within twenty working days after the occurrence of the alleged misinterpretation, misapplication, or violation, or if it concerns an alleged continuing violation, then it must be filed within twenty working days after the alleged violation first became known, or should have become known to the employee involved.

3. No more than fourteen working days shall elapse between initiation at each step and notification to the employee of the decision.

4. Employees shall be allowed a maximum of seven working days from the date of decision to initiate further action.

5. Employees are assured of freedom from coercion, discrimination or reprisal.

6. A grievance shall, whenever possible, be discussed informally between the employee and the immediate supervisor within the twenty working day limitation provided for in paragraph 2 above.

Section 9-18 Travel Per Diem. All University personnel traveling on University business shall be authorized per diem rates and benefits equal to comparable bargaining unit's policies. Per diem in excess of prevailing rates shall be permitted only where expressly provided for in contracts or grants. (May 22, 1987)

Section 9-19 Waiver of Oath of Loyalty for Select Employees. In accordance with applicable section(s) of the Hawai'i Revised Statutes, the Board of Regents may waive the oath of loyalty for the following class of officers or employees of the University:

(1) Aliens employed by the University, and

(2) Casual and temporary employees and student helpers of the University whether on a monthly salary, hourly wage, or per diem basis.

The President is delegated the authority to waive the oath of loyalty in accordance with State Statutes. (July 24, 1987)

Ref: Section 85_34, HRS, as amended. (SLH 1987)

Section 9-20 Delegation of Personnel Actions. The Board may delegate to the President, the authority to approve certain personnel actions. The list of
personnel actions delegated to the President is made a part of this section and located at the end of this chapter. (Ad: Sept 20, 1985; am: Oct. 19, 2001; am: Oct. 18, 2003; Sept. 15, 2005; am: Mar. 16, 2006)
A. GENERAL PROVISIONS

1 Intent and Purpose

a. Intent and Purpose. The University of Hawai‘i recognizes that assistance aimed at mitigating housing affordability problems of certain personnel is essential to enable it to compete in a tightening national and international market for highly qualified teaching, research, and service personnel. The University seeks to establish a University Housing Assistance Program (“Program”) through which it will offer assistance to certain personnel similar to that offered by numerous peer research universities located in similarly high-cost housing locations throughout the country to preserve and enhance academic excellence into the 21st century. The Program is intended to support the University’s competitive strategy in personnel recruitment and retention.

The purpose of the Program is to help selected newly and recently appointed personnel of the University system obtain suitable housing, thus enabling them to choose an academic career at the University. Suitable housing is housing which is appropriate to family needs; is safe, comfortable, located within a reasonable commuting distance to work; and where available education and health care services meet family needs. Suitable housing does not mean luxury housing or immediate proximity to the campus, and expectations must necessarily be moderated by the fact of Hawai‘i’s high-cost urban environment. While it is the general intent that new and recently hired personnel receive priority under the Program, it is recognized that personnel with earlier initial hiring dates may be critical to a given academic unit and may also need assistance.

Although the goal of the Program is to assist as many personnel as possible, the Program is not intended and does not have sufficient resources to assist all personnel. Since it is anticipated that available Program resources will be insufficient to assist all personnel, the resources shall be selectively utilized as a competitive tool in personnel recruitment and retention.

Program resources will be allocated based on institutional need to attain and maintain excellence and quality in University programs. Institutional need shall be determined relative to:

- University-wide master plans and strategic priorities addressing State needs;
Balance and equity to further the University as a system;

Academic and programmatic priorities of a campus, college, school, institute, department, center, or other academic unit;

The University's commitment to diversification (gender, ethnicity, and other factors) of the faculty.

The University may also consider the following attributes in selecting personnel for participation:

The qualifications of the individual being recruited or retained;

The individual's actual and expected contribution to the University;

The housing assistance needs of junior faculty as compared to senior faculty.

2. Program Components

a. Components. The components of the Program are:

   Information/Counseling, and Program Administration

   Financial Assistance:
   
   Down Payment Assistance
   
   Mortgage Payment Assistance
   
   University Rental Housing Development
   
   University For-Sale Housing Development

b. Information, Counseling, and Referral. The University shall provide housing information, counseling, and referral services to all University personnel.

c. Financial Assistance. The University shall provide financial assistance to selected qualified eligible personnel which shall be treated as a loan from the University.

d. Housing Development. The University may participate in the development or acquisition of both Rental Housing and For-Sale housing for its personnel, by directly developing such housing, or by entering into
contracts with qualified persons, partnerships, or corporations to develop, construct, or otherwise provide such housing.

3. Funding

a. **Revolving Fund.** Funding for the Program shall be principally derived from the University of Hawai‘i Housing Assistance Revolving Fund. The Fund shall be used to finance the Program and to support the operation of the Office.

b. **Private Funds.** Although primary funding for the Program shall be derived from the Housing Assistance Revolving Fund, it is possible that private funds may become available which will permit loans to be made by the University to selected qualified eligible personnel in a designated academic unit or in other groups. In such cases, the University shall obtain Board approval before accepting the private funds.

4. Eligibility; Allocation and Selection

a. **Program Eligibility.** Any full time Board appointee is eligible ("Eligible Person") to participate in the Program. Any additional eligibility requirements necessary or desirable to implement the Program shall be established in accordance with the Intent and Purpose of this Policy.

b. **Allocation and Selection System.** The President, in consultation with the Officers specified in the Board of Regents’ Bylaws and Policies, Section 2-1(a), shall allocate Program resources across the University system in accordance with the Intent and Purpose of this Policy.

Upon receiving an allocation from the President, the Chancellors, in consultation with Provosts, Deans, and Directors, shall distribute the Program resources to the respective academic units and shall select those personnel to whom Program resources will be offered. The selection of personnel shall be in accordance with the Intent and Purpose of this Policy.

The allocation and selection system shall be reviewed annually to meet changing needs.

5. Administration

a. **Executive Policy.** The President shall establish an Executive Policy to implement all aspects of the components of the Program. Any rules, procedures,
requirements, terms, conditions, priorities, or standards as may be necessary or desirable to implement the Program shall be established in accordance with this Policy and further Board directives.

b. **Administering Office.** The Program shall be administered by the systemwide Faculty Housing Development and Assistance Services Office ("Office"). The Office shall provide support, information, and consultation to academic units and prospective tenants, purchasers, and participants.

c. **Semi-Annual Report.** The Office shall prepare and submit a semi-annual report to the Board. The report shall include detailed information on the source and use of funds, and relevant summary and detailed categorical information and statistics.

6. **General Powers**

a. **Documents.** The University may prepare, or cause to be prepared, all ground leases, sales contracts, purchase or sales agreements, loan agreements, mortgages, notes, financing statements, equity participation agreements, covenants restricting occupancy or resale, rental agreements, and all other documents necessary or convenient for the exercise of the Intent and Purpose of this Policy.

b. **Contracts.** The University may enter into contracts with any qualified person, partnership or corporation to manage, sell, or acquire any housing units, or to provide any services the Office is required to conduct for the purposes of the Program.

c. **Sale and Purchase of Housing Units, and Loans.** In accordance with the Board of Regents’ Bylaws and Policies provisions regarding acquisition and conveyance of interests in land but without prior Board approval, the University may convey and acquire any for-sale housing units it developed or financed and may make Financial Assistance loans. Any loan and attendant equity participation agreement made through this power shall not be deemed an investment subject to the Board of Regents’ Bylaws and Policies.

B. **FINANCIAL ASSISTANCE**

1. **Financial Assistance; Intent and Office Assistance**
a. Intent of Financial Assistance. The intent of the Financial Assistance component is to assist selected qualified Eligible Persons who lack sufficient financial resources in purchasing a principal residences, by loaning funds to supplement down payment, housing purchase closing costs, and monthly housing payments.

b. Office Assistance. The Office shall provide assistance to a prospective participant in establishing a viable mix of down payment funds, housing purchase closing costs, and monthly housing payments to be provided by the Financial Assistance loan. The Office shall solely determine the Financial Assistance mix to be offered to the prospective participant.

2. Financial Assistance; Priority and Qualification

a. Priority. An Eligible Person who at the time of application does not own an interest in residential real property within the State of Hawai’i suitable for occupancy as a principal place of residence shall have priority as a participant if there are more prospective participants than Financial Assistance packages available.

b. Financial Qualification. The University shall establish standards to assure that a prospective participant possesses the financial capability to purchase the real property. The University shall establish a standard for a minimum down payment amount which a prospective participant shall contribute to the purchase of the real property. The University shall also establish a standard to require a prospective participant to contribute a substantial portion of the participant's assets toward the purchase of the real property.

3. Financial Assistance; General Requirements

a. Loan Terms. Financial Assistance funds advanced shall be treated as a loan from the University to the participant. The loan shall be repaid upon the earlier of the sale of the housing unit by the participant or upon the expiration of ten years. The loan may be repaid at any earlier time without prepayment penalty. The loan shall be subject to repayment through an equity participation arrangement, in which the University receives a percentage of the resale price or fair market value upon repayment equal to the percentage of the original loan amount to the original purchase price of the housing unit. The repayment amount shall not be less than the original amount of the Financial Assistance loan and interest based on a
reasonable index rate. All loans shall be made in accordance with real property standards, loan-to-value requirements, repayment requirements, and other requirements, terms, conditions, and procedures, which the Board may further specify.

b. **Ownership, Occupancy, and Resale Restrictions.** A Financial Assistance loan participant shall contract with the University and obtain a real property interest. The University shall require that each participant be an owner-occupant of the real property until the loan is repaid. The University shall allow any person who is not the Eligible Person to purchase an ownership interest in the real property as a joint tenant, a tenant in common, or a tenant by entirety with the Eligible Person; provided that the purchaser who is not the Eligible Person shall be required to execute all appropriate documents and shall be subject to all requirements which are applicable to the Eligible Person who is the Financial Assistance participant. Except as may be provided for in Executive Policy, the interest in the real property of a person who is not the Eligible Person shall be no greater than, or extend beyond, that of the Eligible Person. At the time of resale of the real property then secured by a mortgage in the name of the University, the University shall receive the first opportunity to purchase the real property at fair market value.

C. **O’AHU RENTAL PROJECTS**

1. **O‘ahu Rental Projects; Purpose and Applicability**
   a. **Purpose.** The purpose of the O‘ahu Rental Projects component of the Program is to provide temporary, transitional housing primarily for new and recently recruited Eligible Persons and their families.

   b. **Applicability.** The provisions of this part are applicable to the Kau‘iokahaloa Nui Apartments (Woodlawn and Lowrey) Rental Project and the Hale Kewalo Rental Project.

2. **O‘ahu Rental Project; Eligibility and Priority**
   a. **Eligibility.** Any Eligible Person who is appointed to an O‘ahu campus and whose workplace is on O‘ahu is eligible to be a tenant in an O‘ahu Rental Project.

   b. **Priority.** An Eligible Person who has an initial appointment date not more than three years before the rental application date shall have priority to rent if there are more prospective tenants than rental units available.
c. During periods when vacancy rates are higher than normal, other employees shall be eligible to be a tenant.

3. O'ahu Rental Projects; Rental and Parking Rates

a. Kau'iokahaloa Nui Apartments. Rental and parking rates at the Kau'iokahaloa Nui Apartment Project are as follows:

(1) Effective July 1, 1994; Base Rental Rates Per Month

(a) 2-Bedroom $1,200.00
(b) 3-Bedroom $1,400.00
(c) Parking per Stall $15.00

(2) Base Rental Rates include water and sewer service.

(3) Rental rates may be adjusted from the Base Rental Rates based on any provided furnishings or amenities; provided that the rate adjustment shall not exceed the actual or fair market value of such provided furnishings or amenities.

(4) Rental rates may be adjusted from the Base Rental Rates for desirable or undesirable features attendant to specific rental units; provided that such adjustment shall not exceed five percent (5%) of the Base Rental Rate.

(5) Rental rates may be set lower than the Base Rental Rates to meet conditions in the apartment rental market.

(6) Without Board approval, Base Rental Rates may be increased annually, but not more than three percent (3%) a year greater than the most recently established Base Rental Rates.

4. O'ahu Rental Projects; General Requirements

a. Maximum Term of Rental Agreement. The University shall establish a limit on the duration of maximum occupancy in O'ahu Rental Projects. The University may allow extensions to such maximum occupancy for extenuating circumstances which benefit the University.
b. **Other Occupants.** Any other member of the tenant's household who resides in the rental unit need not be an Eligible Person to occupy the rental unit, nor be related by blood or marriage, but shall be required to sign the rental agreement and comply with all requirements of tenancy.

c. **Termination of Occupancy.** The University shall establish procedures which allow the University to terminate the occupancy of any tenant who is no longer qualified to occupy the rental unit.

d. **Subleases and Assignment.** Unless agreed to by the University in writing, a tenant shall not sublet the rental unit or assign the rental agreement.

D. **KAU'IOKAHALOA IKI FOR-SALE PROJECT**

1. **Kau'iokahaloha Iki For-Sale Project; Applicability**
   
a. **Applicability.** The provisions of this Part are applicable to the Kau'iokahaloha Iki (Lowrey at Kalawao) For-Sale Project.

2. **Kau'iokahaloha Iki For-Sale Project; Eligibility and Priority**
   
a. **Eligibility.** Any Eligible Person who is appointed to an O'ahu campus and whose workplace is on O'ahu is eligible to purchase a housing unit in the Kau'iokahaloha Iki For-Sale Project.

b. **Priority.** An Eligible Person who at the time of application does not own an interest in residential real property within the State of Hawai'i suitable for occupancy as a principal place of residence shall have priority to purchase if there are more prospective purchasers than housing units available.

c. **Purchasers That Are Not Eligible Persons.** At the discretion of the President, a qualified person, partnership, or corporation may purchase a housing unit in the project by pledging to allow the housing unit to be occupied by an Eligible Person during the full term of ownership, and by complying with rental and resale requirements as specified in this Policy, or as established in accordance with Intent and Purpose of this Policy.

3. **Kau'iokahaloha Iki For-Sale Project; Price and Financing**
   
a. **Purchase Price.** The base purchase price for each housing unit shall be at fair market value, as established by the University by appraisal or market study.
b. **Conditional Price Credit.** The University shall establish a range of conditional price credits which shall not exceed more than twenty percent of the base purchase price. At the option of the prospective purchaser, the housing unit may be purchased subject, or not subject, to any one of the established conditional price credits. If the purchaser opts to purchase the housing unit subject to a conditional price credit, the amount of the conditional price credit shall be treated as a loan secured by a junior mortgage, which shall have the effect of reducing the amount of funds which the prospective purchaser needs to obtain in order to purchase the housing unit.

c. **Conditional Price Credit Repayment Terms.** The conditional price credit loan shall be repaid upon the earlier of the sale of the housing unit by the purchaser or upon the expiration of ten years. The loan may be repaid at any earlier time without prepayment penalty. The loan shall subject to repayment through an equity participation arrangement, in which the University receives a percentage of the resale price or fair market value upon repayment equal to the percentage of the conditional price credit to the base purchase price of the housing unit. The repayment amount shall not be less than the original amount of the conditional price credit and interest based on a reasonable index rate.

4. **Kau'iokahalao Iki For-Sale Project; General Requirements**

a. **Leasehold Tenure.** Each housing unit shall be sold in leasehold, with a ground lease rent of $1 per year, fixed for 55 years, payable in advance upon purchase closing. The lessee shall have the option to extend the lease to a maximum 55 years at any time during the lease. The University shall also establish provisions which protect the University in the event of any proposed involuntary conveyance of the lease or the leased fee interest.

b. **Ownership and Occupancy Restrictions.** The University shall require that each purchaser be an owner-occupant of the housing unit for as long as the purchaser retains an interest in the housing unit. Except as may be provided for in Executive Policy, the interest of a purchaser who is not the Eligible Person or of a non-purchaser in the housing unit shall be no greater than, or extend beyond, that of the Eligible Person.

c. **Resale Restrictions.** Upon resale, the University shall receive the first opportunity to purchase the housing
unit. If the University does not exercise this first right to repurchase, the owner may only offer the housing unit for sale to another Eligible Person. The University shall have the right to match any offer by a subsequent prospective purchaser, at its discretion.
DELEGATION OF PERSONNEL ACTIONS
APPROVED BY THE BOARD OF REGENTS
November 16, 2006

The following delegation supersedes all prior delegations of personnel actions.

Except for the following actions, the Board of Regents delegates authority to approve all personnel actions to the President or designee.

The following personnel actions shall require the approval of the Board of Regents:

I. The following specific actions relating to positions and personnel (1) in the unclassified Executive class; (2) reporting to the Board of Regents; and (3) reporting directly to the President:

   a. Establishment, amendment and abolishment of classes
   b. Waivers of recruitment and minimum qualifications
   c. Appointments and reappointments, including Incentive Early Retirement (IER)
   d. Compensation adjustments, including special salary adjustments
   e. Reassignments
   f. Terminations
   g. All leaves for the President and personnel reporting directly to the Board of Regents. Professional improvement leaves, leaves without pay and leave exceeding 2 years in a 7-year period for personnel reporting directly to the President and personnel in the offices reporting to the Board of Regents. Note: Authority to approve such leaves has been delegated to the Chair of the Board of Regents or designee.

II. Granting of emeritus status

III. Granting tenure

IV. Establishment of endowed and distinguished chairs

V. Promotion of faculty to rank 4 and 5

VI. Appointments, reappointments and salary adjustments for coaches exceeding the salary schedule by more than 25%

[Reference: Section 9-20 Delegation of Personnel Actions]