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UNIVERSITY OF HAWAII
PROFESSIONAL ASSOCIATION

UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE CHANCELLOR

July 25, 2008

MEMORANDUM

TO: Mānoa Deans and Directors

FROM: Barbara (Bee) Molina Kooker *B. Kooker*
Interim Associate Vice Chancellor for Academic Affairs

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

The Board of Regents has delegated authority to waive Minimum Qualifications (MQs) for promotion, tenure, and hiring to the Chancellor. For the 2008-2009 cycle of faculty promotion and tenure, the deadline at Mānoa for all requests for waivers of MQs will be Friday, August 29, 2008. By this date all such requests, if recommended by the department chair and dean, must have reached this office for transmittal to the Chancellor.

The granting of waivers of minimum educational or time in rank requirements is not delegated to deans and directors. Approval by the Chancellor must be obtained before the dossier may be reviewed. The MQs for each faculty rank are found in Chapter 9-2 of the *Board of Regents Bylaws and Policies*. The most common reason at Mānoa for such a waiver request is for faculty in areas where the doctorate is not the appropriate terminal degree. A waiver is also required for promotion of faculty who will not have completed the minimum time in rank requirements by June 30, 2009. Attached is a summary of common cases requiring a waiver.

A request for a waiver requires statements written by the Department Chair and the Dean or Director describing why the waiver is justified. These written requests must be submitted to me in Hawai'i Hall 209 by August 29, 2008.

Under our collective bargaining agreement, the faculty member initiates the promotion and/or tenure process by applying. It is, therefore, incumbent on those faculty who will require a waiver to make this request as early as possible so that your written request reaches me by August 29, 2008. Please insure that all department chairs and potentially affected faculty are notified in a timely way of this deadline.

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In addition to the waivers described above, it may be necessary in tenure cases to adjust the probationary period. Authority to shorten the probationary period has been delegated to the Deans and Directors within the contractual provisions. The *2003-2009 UHPA/BOR Agreement* allows for the shortening of probation to up to one year; however, no more than three years of credit for service in rank which does not count as probationary (I2 and R2) may be granted without approval by the Chancellor.

The other dates in this year's timetable will resemble those for 2007-2008 and will be confirmed as usual by separate memorandum by late August. If you have questions regarding any of these matters, please contact Dr. Beverly A. McCreary at 956-9429 or bmccrear@hawaii.edu.

Attachment

- c: Chancellor Virginia S. Hinshaw
- Program Officer Beverly A. McCreary
- ✓ Executive Director J. N. Musto

TENURE AND PROMOTION APPLICANTS SUMMARY OF EDUCATIONAL AND SERVICE REQUIREMENTS

For details, please consult Board of Regents Policy, Section 9-2 (which also can be found in Appendix A of the *Criteria and Guidelines for Faculty Tenure/Promotion Application*).

The following table lists the minimum educational and service requirements for individuals applying for tenure and/or promotion. Faculty who do not meet the minimum educational requirements **must** apply for a waiver from the Chancellor who has been delegated this authority by the President and the Board of Regents. Please note that the time in service requirement may be met through equivalent service, e.g., at a prior institution, at the discretion of the dean.

Individuals who are applying for tenure must also meet probationary period requirements. Deans have been delegated the authority to shorten the probationary period to no less than 1 year, or lengthen it to no more than 7 years. Shortening an individual's probationary period to less than 2 years through credit from prior service at a non-probationary rank (I2 or R2) requires a waiver from the Chancellor. Tenure applicants must meet **both** the minimum service requirement and the probationary period requirements. Therefore, an individual who, through equivalent service, may meet the minimum service requirement, would still need to apply for a waiver to shorten the probationary period if their service at the UHM has been less than 2 years.

Classification	Educational Requirement	Service Requirement ²
Instructional		
I2 → I3	Doctorate	not specified
I3 → I4	Doctorate	4 years at I3 or equivalent
I4 → I5	Doctorate	4 years at I4 or equivalent
Research		
R2 → R3	Doctorate	not specified
R3 → R4	Doctorate	4 years at R3 or equivalent
R4 → R5	Doctorate	4 years at R4 or equivalent
Specialist		
S2 → S3	Master's plus 30 graduate credits in a relevant field	3 years at S2 or equivalent
S3 → S4	Doctorate	4 years at S3 or equivalent
S4 → S5	Doctorate	4 years at S4 or equivalent
Law		
J2 → J3	Law degree	not specified
J3 → J4	Law degree	5 years at J3 or equivalent

Classification	Educational Requirement¹	Service Requirement²
J4 → J5	Law degree	3 years at J4 or equivalent
Clinical Medicine		
I-2M → I-3M	MD or equivalent medical degree; Board certification or qualification	not specified
I-3M → I-4M	MD or equivalent medical degree; Board certification	4 years at I-3M or equivalent
I-4M → I-5M	MD or equivalent medical degree; Board certification	4 years at I-4M or equivalent
Librarian		
B2 → B3	Masters in Library or Information Science plus 24 post-baccalaureate credits of academic study	3 years appropriate experience
B3 → B4	Masters in Library or Information Science; 2 nd Masters in specialized subject area	4 years at B3 or 7 years appropriate experience
B4 → B5	Masters in Library or Information Science; 2 nd Masters in specialized subject area	4 years at B4 or 12 years appropriate experience
Extension Agent		
A2 → A3	Masters in appropriate field <i>OR</i> Bachelors plus 30 post- baccalaureate credits of academic work in appropriate field	3 years appropriate experience
A3 → A4	Masters in appropriate field <i>AND</i> 15 post-baccalaureate credits of academic work in appropriate field	4 years at A3 or equivalent
A4 → A5	Masters in appropriate field <i>AND</i> 30 post-baccalaureate credits of academic work in appropriate field	4 years at A4 or equivalent

¹ Educational Requirements: For all classifications of faculty, "when the situation warrants it, and especially in those fields where advanced degrees are not commonly held by faculty members, other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees." (See Board of Regents Policy, Section 9-2, page 10. Instructional faculty should also review pages 12 – 14).

² Service Requirements: For specific equivalencies in each classification, please consult Board of Regents Policy, Section 9-2.