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MĀNOA

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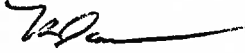
UNIVERSITY OF HAWAII
PROFESSIONAL ASSEMBLY

Office of the Vice Chancellor for Academic Affairs

July 20, 2009

MEMORANDUM

TO: Mānoa Deans and Directors

FROM: Reed Dasenbrock 
Vice Chancellor
for Academic Affairs

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

The Board of Regents and President delegated authority to waive Minimum Qualifications (MQs) for promotion, tenure, and hiring to the Chancellor. Deans and Directors are delegated authority to waive Minimum Qualifications for time in rank, with the exception of the shortening an individual's probationary period to less than 2 years through credit from prior service at a non-probationary rank (I2 or R2) which requires a waiver from the Chancellor. The Chancellor retains the authority to approve the waiver of minimum educational qualification. For the 2009-2010 cycle of faculty promotion and tenure, the deadline at Mānoa for all requests for waivers of MQs will be Friday, August 28, 2009. 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 requirement is not delegated to the 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 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 28, 2009.

Under our collective bargaining agreement, the faculty member initiates the promotion and/or tenure process by submitting an application. 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 28, 2009. Please insure that all Department Chairs and potentially affected faculty are notified in a timely way of this deadline.

2500 Campus Road, Hawai'i Hall 209
Honolulu, Hawai'i 96822
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Mānoa Deans and Directors
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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. In addition and in line with this delegation, the Chancellor has now delegated the authority to waive the BOR minimum qualification for time in rank to the Deans and Directors.

The other dates in this year's timetable will resemble those for 2008-2009 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 and probationary period 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 or Director.

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.

Classification	Educational Requirement	Service Requirement	Probationary Period
Instructional			
I2 → I3	Doctorate	not specified	5 years
I3 → I4	Doctorate	4 years at I3 or equivalent	5 years
I4 → I5	Doctorate	4 years at I4 or equivalent	3 years
Research			
R2 → R3	Doctorate	not specified	5 years
R3 → R4	Doctorate	4 years at R3 or equivalent	5 years
R4 → R5	Doctorate	4 years at R4 or equivalent	3 years
Specialist			
S2 → S3	Master's plus 30 graduate credits in a relevant field	3 years at S2 or equivalent	5 years
S3 → S4	Doctorate	4 years at S3 or equivalent	5 years
S4 → S5	Doctorate	4 years at S4 or equivalent	3 years
Law			
J2 → J3	Law degree	not specified	5 years
J3 → J4	Law degree	5 years at J3 or equivalent	5 years
J4 → J5	Law degree	3 years at J4 or equivalent	3 years

Classification	Educational Requirement ¹	Service Requirement ²	Probationary Period
Clinical Medicine			
I-2M → I-3M	MD or equivalent medical degree; Board certification or qualification	not specified	5 years
I-3M → I-4M	MD or equivalent medical degree; Board certification	4 years at I-3M or equivalent	5 years
I-4M → I-5M	MD or equivalent medical degree; Board certification	4 years at I-4M or equivalent	3 years
Librarian			
B2 → B3	Masters in Library or Information Science plus 24 post-baccalaureate credits of academic study	3 years appropriate experience	5 years
B3 → B4	Masters in Library or Information Science; 2 nd Masters in specialized subject area	4 years at B3 or 7 years appropriate experience	5 years
B4 → B5	Masters in Library or Information Science; 2 nd Masters in specialized subject area	4 years at B4 or 12 years appropriate experience	3 years
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	5 years
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	5 years
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	3 years

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.