



UNIVERSITY
of HAWAII
SYSTEM

October 1, 2013

J.N. Musto, Ph.D.
UHPA
1017 Palm Drive
Honolulu, HI 96815

Dear Dr. Musto:

I am notifying you of an amendment to Board of Regents' Policies that was approved by the Regents at their September 19, 2013 Meeting. The amendment pertains to Chapter 9, Section 9-12, Executive and Managerial Personnel Policies, Part II, Recruitment and Appointment of Executive and Managerial Personnel. For your convenience, a version highlighting the relevant change follows:

B. Recruitment/Selection of Candidates.

1. Executive and managerial vacancies shall be advertised in locations which are considered appropriate sources of recruitment and shall be in compliance with applicable equal employment opportunity/affirmative action requirements. Executive ~~and managerial~~ 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.

Managerial positions may be filled through an internal search process in which existing employees of the particular campus or within the University of Hawai'i system can apply and be considered for the position.

Executive and managerial 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 and managerial positions when appropriate.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Cynthia Quinn'.

Cynthia Quinn
Executive Administrator
and Secretary of the Board of Regents

c: Board of Regents Chair Holzman
Interim President Lassner
Vice Presidents and Associate Vice Presidents
Chancellors

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