

ATTACHMENT 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 304-100, 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.

I. CLASSIFICATION OF FACULTY MEMBERS

A. POSITIONS OF INSTRUCTION

1. 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.

2. 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.

3. **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.

- a) 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.
- b) Demonstrated high quality teaching performance.
- c) At least five years of full-time college or university teaching in the rank of assistant professor or higher.
- d) High quality contributions in at least one of the following areas and demonstrated competence in the other:
 - 1) Scholarly contributions and/or creative contributions in the individual's field appropriate

for the rank and the standards of the specific campus.

- 2) 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.

4. **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.

- a) 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.
- b) Demonstrated high quality teaching performance.
- c) A minimum of five years of full-time college or university teaching at the rank of associate professor or higher.
- d) High quality contributions in at least one of the following areas and demonstrated competence in the other:

- 1) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.
- 2) 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.

B. 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.

II. FACULTY COMPENSATION AT UH-HILO & UH-WEST O'AHU

- A. Faculty compensation shall be in accordance with provisions reflected in the most current collective bargaining agreement .
- B. 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, Board of Regents' policy, or collective bargaining agreement, as appropriate.
 - c) 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.
 - d) For salary upon promotion, see collective bargaining agreement.
 - 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 whose salary is at the top of their rank or whose salaries exceed the top of their rank shall continue to

receive their salary unless otherwise provided for through a collective bargaining agreement.

III. Affiliate Faculty UH-Hilo

- A. 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.
- B. 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.