

D R A F T

Prepared by the Office of the
Vice President for Academic Planning and Policy
This is a NEW Executive Policy

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - TENURE UPON INITIAL APPOINTMENT

E9.215
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I. Introduction

Tenure upon initial appointment allows highly qualified faculty to be granted tenure upon acceptance of a tenure-leading position and qualified executives to be provided a fall back tenured position in a college/campus. To be granted tenure upon initial appointment, the faculty or administrator must have held a tenured position at a campus comparable to the University of Hawai'i campus that is hiring them.

II. Purpose

The purpose of this executive policy is to establish guidelines in preparing recommendations to the President to grant tenure upon initial appointment.

III. Responsibilities

It shall be the responsibility of Vice Presidents and Chancellors to ensure that requests to grant tenure upon initial appointment are prepared and submitted in a complete and timely manner in accordance with guidelines.

IV. Guidelines

A. Faculty Appointment

- The granting of tenure upon initial appointment shall be at discretion of the University (not part of advertisement).
- Candidates for the award of tenure upon initial appointment shall currently hold a tenured position

at an institution comparable to the UH campus hiring the faculty. Documentation on institutional letterhead confirming the awarding of tenure to the candidate shall be attached to the recommendation.

- The following documentation shall be attached to the recommendation to hire:
 - The faculty search advisory committee's recommendation that tenure be awarded in conjunction with the candidate's initial appointment based on documents received as part of the search process (CV, references, interview, etc).
 - The completion of a review of the documents noted above and recommendation to grant/not grant tenure by the Department Personnel Committee (if available), Department/Division Chair, Dean, VCAA/Dean of Instruction, and Chancellor as appropriate for the campus.
- Subject to the approval of the President, tenure upon initial appointment may be included in the offer letter to candidate.

B. Classified Executives Eligible for Faculty Appointments

- The granting of tenure upon initial appointment shall be at discretion of University (not part of advertisement).
- Candidates for the awarding of tenure upon initial appointment shall currently hold a tenured position at an institution comparable to the University of Hawai'i campus hiring the candidate. Documentation on institutional letterhead confirming the awarding of tenure to the candidate shall be attached to the recommendation.
- The following documentation shall be attached to the recommendation to hire:
 - The search advisory committee's recommendation that tenure be awarded in conjunction with the candidate's initial appointment based on

documents received as part of search process (letter of interest, CV, references, interview, etc) and the following:

- During the campus visit, the candidate is interviewed by the department/related unit (e.g., department personnel committee or ad hoc group of faculty).
 - The candidate's letter of interest, CV and references are shared with the appropriate department/related unit on the campus where the fall back position will be provided.
 - A statement recommending/not recommending tenure upon initial appointment is provided by the department/related unit at the time of the campus visit to ensure that tenure, if recommended, can be part of the offer letter.
- The completion of a review and recommendation to grant/not grant tenure by Department/Division Chair, Dean, VCAA/Dean of Instruction, and Chancellor as appropriate for the campus.
- As part of the tenure consideration, an appropriate fall back salary and rights to a tenured position in a college/campus shall be part of the recommendation to hire.
 - It shall be the responsibility of the campus to provide an additional permanent position count and funding to the department/unit if/when the executive returns to a faculty position.
 - Subject to the approval of the President, tenure upon initial appointment may be included in the offer letter to the candidate.