

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 University of Hawai'i—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 University of Hawai'i—West O'ahu shall be determined in accordance with the provisions specified below.

I. CLASSIFICATION OF FACULTY MEMBERS

A. POSITIONS OF INSTRUCTION

INSTRUCTOR (I-2A)

Duties and Responsibilities. Under general supervision, conduct assigned courses at the undergraduate and graduate level, depending on department needs; and/or to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor or mentor to students (e.g. advise cohorts); and to perform related tasks or duties as assigned. Work under the guidance of colleagues to develop and enhance understanding of student needs in their discipline or area of responsibility.

Minimum Qualifications. A master's degree from a college or university of recognized standing, with the major work in the field in which the instructional assignment is made or duties performed. 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. Demonstrated evidence of ability to teach effectively, direct group discussions, and/or to provide clinical supervision; and professionalism in meeting and conferring with others.

INSTRUCTOR (I-2B)

Duties and Responsibilities. In addition to the duties and responsibilities of an I-2A, Faculty at I-2B level will perform with increasing professional maturity in their area of expertise (teaching, supervising independent study activities, and/or off-campus learning such as practicums and internships, or other duties). Faculty at this level may be assigned undergraduate and graduate teaching, supervision and mentorship, based on departmental needs. They maintain a professional level of performance and productivity in their area of expertise, including remaining current on academic content, methodologies, and discipline content related work.

Minimum Qualifications. A master's degree from a college or university of recognized standing. 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. A minimum of five years of service as an I-2A, or equivalent; evidence of increasing proficiency in ability to teach effectively, direct group discussions, and/or to provide clinical supervision; and professionalism in meeting and conferring with others.

INSTRUCTOR (I-2C)

Duties and Responsibilities. In addition to the duties and responsibilities of an I-2B, Faculty at I-2C will perform at a consistent and highly effective professional and productive level in the area of primary responsibility. Faculty at this level may be assigned undergraduate and graduate teaching, supervision, mentorship, and course coordination, based on departmental needs. Maintain expertise in their discipline; provide peer mentorship in their content area, department or college; initiate, coordinate and participate in disciplinary and/or interdisciplinary-related projects.

Minimum Qualifications. A master's degree from a college or university of recognized standing with the majority work in the field in their area of assignment and evidence of continued professional growth, skill, and knowledge (e.g. additional coursework, certificates, or other educational activities that advance knowledge of their discipline and/or work with students). 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. A minimum of five years as an I-2B, or equivalent, evidence of increasing proficiency in ability to teach effectively, direct group discussions, and/or to provide clinical supervision; and professionalism in meeting and conferring with others.

INSTRUCTOR (I-2D)

Duties and Responsibilities. In addition to the duties and responsibilities of an I-2C, Faculty at I-2D will sustain excellence in their area of primary responsibilities (teaching, supervising independent study activities, off-campus learning such as practicums and internships, or other duties) and demonstrate excellence in the mastery of strategies, which effectively meet students' needs in the course, or at the discipline or program level. They may be assigned to undergraduate and graduate teaching, supervision, committee assignments, and mentorship, depending on departmental needs. They will provide individual mentorship to their colleagues in their discipline at the University and/or other institutions; they will initiate, coordinate and participate in disciplinary and/or interdisciplinary-related projects between institutions, possibly including at the national level.

Minimum Qualifications. A master's degree from a college or university of recognized standing with the majority work in the field in their area of assignment and evidence of continued professional growth, skill, and knowledge (e.g. additional coursework, certificates, or other educational activities that advance knowledge of their discipline and/or work with students). 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. A minimum of five years as an I-2C, or equivalent, evidence of increasing proficiency in ability to teach effectively, and/or to provide clinical supervision; contributions to curriculum improvement and/or academic program development, and professionalism in meeting and conferring with others.

ASSISTANT PROFESSOR (I-3)

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 for New I-3 Hires:

- 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) Applicants must demonstrate experience in teaching at the undergraduate level.
- c) Demonstrated evidence of having made or having the potential to make high quality contributions in at least one of the following areas and potential for competence in the other or some equivalent combination of contributions:
 - 1) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific unit. Applicants should demonstrate productive and significant scholarship potential within the past five years that reflect probable success as an Assistant Professor as evidenced by publications, grants, or other metrics that provide evidence the applicant can successfully design and complete research/scholarly activity independently.
 - 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. Participation by the applicant in past university service will be regarded as a positive demonstration for success as an Assistant Professor.

Minimum Qualifications for Promotion from I-2 to I-3

- 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) Applicants must have completed at least five years of continuous service at a particular UH campus as an Instructor. There is an expectation the applicant can demonstrate high quality teaching performance during this period. High quality teaching can be evidenced by some combination of teaching evaluations, course materials, letters of support, evaluations by other faculty, etc.
- c) Potential for high quality contributions in at least one of the following areas and potential for competence in the other or some equivalent combination of contributions:

- 1) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific unit. Applicants should demonstrate productive and significant scholarship potential within the past five years that reflect probable success as an Assistant Professor as evidenced by publications, grants, or other metrics that provide evidence the applicant can successfully design and complete research/scholarly activity independently.
- 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. Participation by the faculty member in past university service will be regarded as a positive demonstration for success as an Assistant Professor.