

University of Hawaii/IPLL Qualifications and Duties by Rank

INSTRUCTOR (I-2)

Duties and Responsibilities

Under general supervision, to conduct assigned courses at the undergraduate level; to supervise independent study, activities and off-campus learning such as practicum and internships; to serve as academic advisor to students; and to perform related tasks as assigned.

Minimum Qualifications

A Masters degree from a college or university of recognized standing, with major work in the field in which the instructional assignment is made; evidence of ability to teach effectively and to direct group discussions; poise and good address for meeting and conferring with others (July 24, 1987).

ACTING ASSISTANT PROFESSOR (I-3)

(UHM Council of Academic Deans, November 15, 1972. Title and Guidelines Approved by Board of Regents January 14, 1965)

This is a title established to facilitate recruitment at the I-3 (Assistant Professor) rank of able scholars and teachers who are generally qualified but have not yet completed the doctorate or other advanced degree desired for the Assistant Professorship. The title used infrequently, and an appointment to it is made a salary below that otherwise allowable. The "Acting" is removed on attainment of the degree, and the salary increased to the appropriate level. It is moreover understood that if all degree requirements are not fulfilled within a two-year period, the contract of the individual will not be removed.

ASSISTANT PROFESSOR (I-3)

Duties and Responsibilities

To conduct assigned courses or seminars; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to serve on University committees; to render service to the professional or lay community which is relevant to the individual's academic specialty; to participate in curriculum development activities including the development of curricular materials and special instructional methods; to participate on committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; and to perform related tasks as assigned.

Minimum Qualifications

A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal

terminal degree, this requirement may be waived by the University upon demonstration of appropriate academic training and recognized comparable professional competence or experience in the appropriate field); demonstrated ability as a teacher; demonstrated scholarly achievement; poise and good address for meeting and conferring with others. (July 24, 1987)

ASSOCIATE PROFESSOR (I-4)

Duties and Responsibilities

To conduct assigned courses and seminars in undergraduate and graduate level instruction; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to serve on University committees; to render service to the professional or lay community which is relevant to the academic specialty; to participate in curriculum development activities, including the development of curriculum materials and special instructional methods; to serve as chair or member of committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; to serve as department chair when selected; and to perform related tasks as assigned.

Minimum Qualifications

A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree this requirement may be waived by demonstration of appropriate academic training and appropriate professional competence or experience); evidence of proficiency in teaching; a minimum of four years of full-time college or university teaching at the rank of assistant professor or equivalent, with evidence of increasing professional maturity; scholarly achievement judged competent and adequate for the rank in comparison with peers active in the same field at major research universities; continued evidence of participation in the scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional society or organization, or in other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of work of assistants when appropriate; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

PROFESSOR (I-5)

Duties and Responsibilities

In addition to the duties and responsibilities of the Associate Professor rank, to assume a role of professional leadership in the department and in the relevant scholarly discipline.

Minimum Qualifications

A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree this requirement may be waived by demonstration of appropriate

academic training and appropriate professional competence or experience); evidence of excellence in teaching; a minimum of four years of full-time college or university teaching at the rank of associate professor or equivalent, with evidence of increasing professional maturity; research productivity which has resulted in significant recognition by the national or international community of scholars active in the same field; demonstrated continuing participation in the scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional society or organization, or in other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of work of assistants when appropriate ability to undertake a variety of assignments within the University; demonstrated capacity for leadership in the department and scholarly discipline; poise and good address for meeting and conferring with others. (July 24, 1987)

SENIOR PROFESSOR

Appointments to this rank were made in the past by special action of the Board of Regents on recommendation by the President. New appointments to this rank are no longer made.

LECTURER

The title of lecturer is used for persons employed for short-term teaching assignments, usually on a part-time basis.

NON-COMPENSATED FACULTY POSITIONS

Clinical Professor (Modified by BOR on December 12, 1974)

The titles Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, and Clinical Instructor are non-compensated appointments in the College of Health Sciences and Social Welfare for practitioners with professional qualifications in the health and welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, hospital practice or field guidance of students.

Adjunct Faculty Series (Adopted by BOR on June 16, 1977)

Appointment to this category of non-compensated academic personnel will follow the regular faculty appointment review process and can be utilized by any unit in the University subject to the "Guidelines for Employing the Adjunct Faculty Series." The "Adjunct" series of non-compensated faculty appointments include Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor.