

Prepared by the Office of the Executive Vice President for  
Academic Affairs/Provost.  
This replaces Executive Policy E9.205 dated September 1983.

UNIVERSITY OF HAWAI'I

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October 2013

EXECUTIVE POLICY - ADMINISTRATION

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E9.205 Minimum Qualification Requirements for Academic  
Executive/Managerial Positions

I. Introduction

This executive policy establishes the minimum qualification requirements for academic executive and managerial positions. Academic executive/managerial positions are those which directly supervise or have responsibility over instruction or research programs.

Note: Refer to Board of Regents Policies, Chapter 9-12, Part I, C. for definitions of executive and managerial.

II. Objective

The objective of this policy is to insure that appointees to executive/managerial positions have the proper credentials to adequately carry out their responsibilities, which include, for example, review and recommendations on promotion/tenure applications to all ranks.

III. Policies

A. Academic Managerial Positions:

1. Academic managerial positions at the 4-year campuses and system offices shall require that, at a minimum, candidates have a terminal degree in the field of involvement and have attained the academic rank of associate professor (I-4 or C-4 or equivalent) or have demonstrated a record of comparable professional experience prior to appointment.
2. Academic managerial positions at the community colleges shall require that, at a minimum,

candidates have a master's degree and have attained the academic rank of associate professor (I-4 or C-4 or equivalent) or have demonstrated a record of comparable professional experience prior to appointment.

3. Vice presidents/chancellors may establish additional job-related minimum qualification requirements for academic managerial positions.

B. Academic Executive Positions:

1. Academic executive positions at the 4-year campuses and system offices shall require that, at a minimum, candidates have a terminal degree in the field of attainment and have attained the academic rank of full professor (I-5 or C-5 or equivalent) or have demonstrated a record of comparable professional experience prior to appointment.
2. Academic executive positions at the community colleges shall require that, at a minimum, candidates have a master's degree and have attained the academic rank of full professor (I-5 or C-5 or equivalent) or have demonstrated a record of comparable professional experience prior to appointment.
3. Vice presidents/chancellors may establish additional job-related minimum qualification requirements for academic executive positions.

- C. Any exceptions to these policies shall require the approval of the Board of Regents for positions reporting directly to the President. The President's approval is required for exceptions involving positions reporting directly to a vice president or chancellor. Exceptions for executive/managerial positions in the community colleges system shall require the approval of the vice president for community colleges as the President's designee.