

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 January 2008

E9.215
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I. Introduction

Tenure upon initial appointment allows mid-career 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 executive must have held a tenured position at a campus comparable to the University of Hawai'i campus that is hiring them. This policy implements BOR Policy Chapter 9-1 Personnel Status, Section b. Faculty Promotion and Tenure, (2) The Board may grant tenure upon initial appointment upon recommendation of the President. The Board delegates to the President granting of tenure upon initial appointment to members of the faculty and classified executive who have previously held tenure at a comparable institution.

II. Purpose

The purpose of this executive policy is to establish guidelines in preparing recommendations to the President and the Board 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 for faculty or classified executives are prepared and submitted in a complete and timely manner in accordance with established guidelines. It is the responsibility of the President and Chancellors to ensure the request to grant tenure upon initial appointment for unclassified executives are prepared and submitted in a complete and timely manner in accordance with established guidelines.

IV. Guidelines

A. Faculty Appointment

1. The granting of tenure upon initial appointment for faculty shall be at discretion of the University (not part of advertisement).
2. Candidates for the award of tenure upon initial appointment shall currently hold a tenured position at an institution comparable to the University of Hawai'i campus hiring the faculty.
3. The following documentation shall be attached to the recommendation to hire:
 - a. Documentation on institutional letterhead confirming the awarding of tenure to the candidate shall be attached to the recommendation.
 - b. The faculty search advisory committee's recommendation that tenure upon initial appointment based on documents received as part of the search process (i.e., letter of interest, CV, references, interview results, etc).
 - c. 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.
4. Subject to the approval of the President, tenure upon initial appointment may be included in the offer letter to the candidate.

B. Executives Eligible for Faculty Appointments

1. The granting of tenure upon initial appointment for classified and unclassified executives shall be at discretion of University (not part of advertisement).

2. 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.
3. The following documentation shall be attached to the recommendation to hire:
 - a. Documentation on institutional letterhead confirming the awarding of tenure to the candidate shall be attached to the recommendation.
 - b. The search advisory committee's recommendation that tenure be awarded upon initial appointment based on documents received as part of search process (i.e., letter of interest, CV, references, interview, etc.).
 - c. 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.
4. 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.
5. During the campus visit, the candidate is interviewed by the department/related unit (e.g., department personnel committee or ad hoc group of faculty).
6. 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.
7. 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.

8. It shall be the responsibility of the campus to provide an additional position count and funding to the department/unit if/when the executive returns to a faculty position.
9. Board approval is required for tenure upon initial appointment for unclassified executives.
10. Subject to the approval of the President, tenure upon initial appointment may be included in the offer letter to the candidate.

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