




UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

July 11, 2000

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 00-5

TO: Senior Vice President and Executive Vice Chancellor
Senior Vice Presidents and Chancellors
Senior Vice Presidents
Vice Presidents
Chancellor
Executive Director
Manoa Deans and Directors
Directors

FROM: Eugene S. Imai 
Senior Vice President for Administration

SUBJECT: AMENDED ADMINISTRATIVE PROCEDURES

Personnel and/or Administrative Officers have been informed of the availability of the following Administrative Procedures (AP) on the World Wide Web (WWW) in Adobe/Acrobat format. Those units that do not have access to the WWW may contact their respective Personnel/Administrative Officer for a hardcopy.

(Abolish) A9.001 Personnel Index

The APIS web index page now serves as the Personnel Index.

(Amended) A9.540 Recruitment and Selection of Faculty and APT Personnel

- ! Reduces the minimum period of recruitment for APT positions from fifteen working days prior to closing to ten working days prior to closing.
- ! Shortens the minimum duration of local recruitment for Faculty positions (i.e. no national advertising) to a minimum of ten working days prior to closing. (National searches must still be advertised for a minimum of fifteen working days prior to closing date and are required for all probationary appointments at four-year campuses).
- ! Additional clarifying language that colleges and units must ensure that hiring decisions are in accordance with advertising duration and venue requirements.

Senior Vice President, et al.
July 13, 2000
Page 2

(Amended) A9.620 Recruitment and Reassignment of Executive and Managerial Personnel

- ! Amends A9.620 to conform with the provisions of Section 9-14, BORP.
- ! The amendment still allows for exceptions to the normal national recruitment for academic E/M positions and makes clear that the President has the authority to waive advertising requirements for Managerial positions, while Executive positions require Board of Regents approval for any waiver of recruitment requirements.

If you have any questions, please contact Steve Yamada (email: steve@mail.pers.hawaii.edu).