



Regents Policy Chapter 9, Personnel

Regents Policy RP 9.202, Classification Plans and Compensation Schedules

Effective Date: June 1, 2017

Prior Dates Amended: Jan. 16, 1958; Dec. 2, 1959; Oct. 11, 1962; Sept. 10, 1964; Apr. 16, 1969; Aug. 19, 1969; Mar. 14, 1974; Dec. 12, 1974; Dec. 11, 1975; July 15, 1976; Dec. 9, 1976; Jan. 16, 1977; June 16, 1977; July 14, 1977; Apr. 20, 1978; Oct. 20, 1978; Dec. 7, 1979; Jan. 10, 1980; Oct. 17, 1980; Dec. 5, 1980; Feb. 5, 1981; June 18, 1981; Oct. 16, 1981; Feb. 19, 1982; Oct. 22, 1982; Sept. 30, 1983; Nov. 18, 1983; Mar. 16, 1984; July 27, 1984; June 21, 1985; Sept. 20, 1985; June 20, 1986; July 25, 1986; July 24, 1987; Sept. 18, 1987; Oct. 16, 1987; Nov. 20, 1987; May 20, 1988; Oct. 21, 1988; Nov. 18, 1988; Feb. 17, 1989; Sept. 15, 1989; Nov. 17, 1989; Feb. 16, 1990; Apr. 20, 1990; Oct. 19, 1990; Nov. 16, 1990; June 21, 1991; Sept. 20, 1991; Feb. 21, 1992; June 19, 1992; July 17, 1992; Mar. 19, 1993; Sept. 17, 1993; Oct. 21, 1994; Aug. 23, 1996; June 20, 1997; Nov. 14, 1997; Jan. 16, 1998; Apr. 17, 1998; Jan. 21, 2000; Feb. 18, 2000; Apr. 20, 2000; June 16, 2000; Aug. 11, 2000; Aug. 15, 2000; Apr. 20, 2001; Jan. 18, 2002; Mar. 15, 2002; June 2002; Oct. 18, 2002; Mar. 14, 2003; Apr. 17, 2003; May 16, 2003; Nov. 21, 2003; May 18, 2006; Aug. 2006; Mar. 15, 2007; July 26, 2007; Sept. 2007; Nov. 15, 2007; Feb. 15, 2008; May 29, 2008; Sept. 2008; Nov. 21, 2008; Oct. 31, 2014 (recodified)

Review Date: August 2020

**I. Purpose**

To set forth policy on classification plans and compensation schedules.

**II. Definitions:**

No policy specific or unique definitions apply.

**III. Policy:**

- A. Except for civil service positions, the board shall classify all positions in the university and establish compensation schedules as appropriate.
- B. The president, with the exception of select undelegated executive managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments in situations where funds are available and the adjustments are warranted on the basis of retention, market, equity, and/or merit.

- C. Executive and managerial positions are classified and compensated in accordance with the executive and managerial personnel policies in RP 9.212.
- D. Compensation shall be in accordance with provisions reflected in the most current collective bargaining agreement negotiated between the university and the exclusive collective bargaining representative. In the event that the faculty member is not subject to collective bargaining, the president shall have the authority to establish compensation guides.
- E. The classifications of faculty positions in the university shall be as provided below.
  - 1. Hawai'i State law provides that "The Board of Regents shall classify all members of the faculty of the university including research workers, extension agents, and all personnel engaged in instructional work..." (Hawai'i Revised Statutes, 304-1002).
  - 2. The president is delegated authority to establish a faculty classification plan, administer the plan and make amendments to the plan provided that any new faculty categories or permissible campus faculty groups shall be subject to prior approval of the board.
    - a. The plan may include the following faculty categories: Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine; and C for community colleges); Researcher (R), Specialist (S), Librarian (B), Extension Agent (A), Graduate Teaching Assistant, Lecturer, Visiting and Other Faculty and Non-compensated Faculty.
    - b. At a minimum, the faculty classification plan shall include general statements of duties and responsibilities and minimum qualification requirements.
      - (1) When the situation warrants, and especially in those fields where advanced degrees are not commonly held by faculty members, other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees. In general, "equivalents" will be used sparingly and only when there is clear evidence that the substituted items of training and experience are in fact equivalent in qualifying the faculty member for the individual's duties and responsibilities.

3. Titles of positions are determined by the board, and no faculty member may use any title not specifically authorized. Members of the faculty in divisions other than instruction, when engaged in teaching, shall bear the instructional title appropriate to their grade.
4. University of Hawai'i at Mānoa classification schedules.
  - a. The board faculty classification system includes seven general categories for the University of Hawai'i at Mānoa with grades within each category.
    - (1) Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine), includes graduate teaching assistants, instructors, assistant professors, associate professors, and professors.
    - (2) Researcher (R), includes junior researchers, assistant researchers, associate researchers, and researchers. When applicable, the R series title substitutes the special area for the word "researcher," for example, "assistant agronomist," "associate meteorologist," or "plant pathologist."
    - (3) Specialist (S), includes junior specialists, assistant specialists, associate specialists, and specialists. The S series is used for specialties not primarily involved with research, for example, "associate specialist in student personnel."
    - (4) Librarian (B), includes ranks II to V.
    - (5) Extension agent (A), includes junior extension agents, assistant extension agents, associate extension agents, and county extension agents.
    - (6) Graduate teaching assistant.
    - (7) Lecturer includes persons employed for short-term teaching assignments, usually on a part-time basis.
  - b. Clinical titles for non-compensated faculty appointments in Health Science and Social Welfare.
    - (1) The titles clinical professor, associate clinical professor, assistant clinical professor, clinical instructor and clinical teaching assistant are non-compensated appointments in the Colleges of Health Sciences and Social Welfare (medicine, nursing and dental hygiene, and social

work) 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.

5. University of Hawai'i at Hilo and University of Hawai'i, West O'ahu

a. The faculty classification system includes three categories for the University of Hawai'i at Hilo and the University of Hawai'i, West O'ahu, with grades within each category:

- (1) Instruction ('I' for all faculty), includes graduates teaching assistants, instructors, assistant professors, associate professors, and professors.
- (2) Lecturers include persons employed for short-term teaching assignments, usually on a part-time basis.
- (3) Affiliate faculty is a non-compensated appointment usually to professional personnel with a particular interest or capability which may contribute to the teaching or research program of the campus; except for occasional lectures or consulting with individual students, affiliate faculty do no teaching. Authority to appoint affiliate faculty is delegated to the president who shall promulgate policies and procedures relating to the selection and appointment of affiliated faculty.

6. Community College and Maui College classification schedule

a. The faculty classification system includes one category for the community colleges and Maui College with grades within each category:

- (1) Instruction includes lecturers, instructors, assistant professors, associate professors, and professors.

b. The plan may include statements of classification principles for use in the classification of community college faculty.

F. High Demand Disciplines.

1. The president is delegated the authority to establish high demand academic disciplines for which recruitment and/or retention of faculty of quality desired by the university exceed the maximum of the appropriate salary schedule.

2. The president is authorized to recruit faculty in the recognized high demand disciplines at salaries that exceed the maximum of the appropriate salary schedule.

G. Graduate Assistants.

1. The president shall have the authority to establish, amend, and administer a classification and compensation plan for graduate assistants.

H. Administrative, Professional and Technical (APT) Positions.

1. APT classification and pay system.
  - a. The board delegates to the president the authority to:
    - (1) Adopt, revise, and abolish career group standards and bands.
    - (2) Assign positions to career groups and bands.
    - (3) Determine designated new hire rates for career groups and bands.
  - b. The APT Appeals Board shall adjudicate appeals filed on the banding of individual positions. The Appeals Board shall support its decisions by findings based on fact.

The APT Appeals Board shall consist of three members serving staggered terms of three years. One member shall be recommended by the university and one by the exclusive representative of APT employees, in accordance with Chapter 89, Hawai'i Revised Statutes. The third member shall be recommended by the university and exclusive representative. The appointment of all three members shall be referred by the president to the board for approval. If there is no agreement as to the third member, the board shall appoint such member.

Members of the APT Appeals Board shall be familiar with state organization and personnel functions and preferably have knowledge of university organization and functions and position classification. Such members may be excluded personnel or members of other governmental or private firms. However, they shall not be employees or officers of the university or of any state bargaining unit or employee organization which represents state bargaining unit members unless mutually agreed to by the parties concerned.

The members of the APT Appeals Board shall select a chairperson.

(Note: For amended listing of the APT career groups and pay bands, refer to Administrative Procedures A 9.210 of the University of Hawai'i Systemwide Administrative Procedures Manual.)

2. Positions for coaches in the UH intercollegiate sports of football, basketball, baseball, volleyball, softball, swimming and diving, golf, tennis, women's soccer, women's cross country/track and field, women's water polo, women's outrigger canoe paddling, cheer, and sailing, the football video specialist, and the administrative assistant for football operations are exempted from the APT classification plan. With respect to their classification, compensation and employment the board delegates to the president authority to promulgate policies relating to the classification and compensation of coaches, including a salary schedule for coaches.

Candidates for head coaching positions at the University of Hawai'i at Mānoa and at the University of Hawai'i at Hilo may have multi-year appointments. Initial appointments shall not exceed five years. After five years of service, all head coaches at the University of Hawai'i may receive subsequent appointments, each of which shall not exceed five years.

The president (or designee) shall approve all head coach appointments, except that upon recommendation of the chancellor and the president, the approval of (1) the chair or vice chair of the Board of Regents, and (2) the chair or vice chair of the Committee on Intercollegiate Athletics, shall be required for (1) appointments and reappointments for head coaches of more than three (3) years in duration as well as (2) appointments, reappointments and salary adjustments for coaches exceeding the salary schedule by more than twenty-five percent (25%) and/or exceeding \$500,000 annually.

All multi-year contracts shall contain performance criteria. Criteria which coaches shall be expected to meet will be developed for each coach. At a minimum, coaches with multi-year contracts shall be expected to meet established standards in the following areas: (1) academic performance of student athletes; (2) personal behavior; (3) conduct of assistant coaches, staff, and players; and (4) program development.

- I. Civil service employees in positions in the university subject to Hawai'i Revised Statutes, Chapter 76, shall be appointed, compensated and otherwise governed by the provisions of law applicable to such positions.

J. Special Compensation – University of Hawai'i at Mānoa and University of Hawai'i at Hilo faculty.

1. Visiting summer session faculty. Visiting summer session faculty members receive a travel differential in addition to salary. The differential is incorporated in the salary of such faculty members and is as follows:

Pacific Coast	\$300.00
Midwest	\$400.00
East Coast	\$500.00
Asia or Europe	\$700.00

2. "Occasional" lecturers. "Occasional" lecturers in summer session courses approved with provision for guest lecturers are paid honoraria based on a rate of \$25.00 per hour. Such lecturers are paid by voucher on a requisition signed by the instructor in charge of the course and the dean of the summer session.
3. A faculty member who prepares and grades a comprehensive examination for students who wish to obtain credit for a course by taking such an examination is paid a stipend of \$5.00 per credit hour plus \$5.00 for each additional student.

**IV. Delegation of Authority:**

The president, with the exception of select undelegated executive and managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments; establish compensation guidelines; establish, plan, administer, and amend faculty and graduate assistant classifications; establish high demand academic disciplines; and recruit. See RP 9.202(B),(D),(E)(2),(F), and (G).

**V. Contact Information:**

Office of the Vice President for Administration, 956-8862, [jgouveia@hawaii.edu](mailto:jgouveia@hawaii.edu)

**VI. References:**

- <http://www.hawaii.edu/offices/bor/>

**Approved as to Form:**

      /S/        
Cynthia Quinn  
Executive Administrator and  
Secretary of the Board of Regents

      06/01/2017        
Date





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Review Date: August 20~~19~~20

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welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, hospital practice or field guidance of students.

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(Note: For amended listing of the APT career groups and pay bands, refer to Administrative Procedures A 9.210 of the University of Hawai'i Systemwide Administrative Procedures Manual.)

2. Positions for coaches in the ~~major~~UH intercollegiate sports of football, basketball, baseball, volleyball, softball, swimming and diving, golf, tennis, women's soccer, women's cross country/track and field, women's water polo, women's outrigger canoe paddling, cheer, and sailing, the football video specialist, and the administrative assistant for football operations are exempted from the APT classification plan. With respect to their classification, compensation and employment the board ~~the~~ delegates to the president authority to promulgate policies relating to the ~~"Employment and Compensation of Coaches in the Major Intercollegiate Sports of Football, Basketball, Baseball, Volleyball, Softball, Swimming, Golf, Tennis, Women's Soccer, Women's Cross Country/Track and Field, and Women's Water Polo."~~classification and compensation of coaches, including a salary schedule for coaches.

Candidates for head coaching positions ~~in football, baseball, men's and women's basketball and men's and women's volleyball~~ at the University of Hawai'i at Mānoa and ~~in baseball, basketball, and volleyball~~ at the University of Hawai'i at Hilo may have multi-year appointments. Initial appointments shall not exceeding five years, ~~subject to Board of Regents' approval~~. After five years of service, all head coaches at the University of Hawai'i may ~~have~~receive subsequent appointments, each of which shall not exceeding five years, ~~subject to Board of Regents' approval~~.

The president (or designee) shall approve all head coach appointments, except that Uupon recommendation of the chancellor and the president, the approval of (1) the chair ~~and/or~~ vice chair of the Board of Regents, and (2) of ~~designated alternate regent, the chair or vice chair of the Committee on Intercollegiate Athletics,~~ shall ~~approve~~be required for (1) appointments and reappointments for head coaches of more than three (3) years in duration as well as (2) appointments, reappointments and salary adjustments for coaches exceeding the salary schedule by more than twenty-five percent (25%) and/or exceeding \$500,000 annually.

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- I. Civil service employees in positions in the university subject to Hawai'i Revised Statutes, Chapter 76, shall be appointed, compensated and otherwise governed by the provisions of law applicable to such positions.
- J. Special Compensation – University of Hawai'i at Mānoa and University of Hawai'i at Hilo faculty.
  1. Visiting summer session faculty. Visiting summer session faculty members receive a travel differential in addition to salary. The differential is incorporated in the salary of such faculty members and is as follows:

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Midwest	\$400.00
East Coast	\$500.00
Asia or Europe	\$700.00
  2. "Occasional" lecturers. "Occasional" lecturers in summer session courses approved with provision for guest lecturers are paid honoraria based on a rate of \$25.00 per hour. Such lecturers are paid by voucher on a requisition signed by the instructor in charge of the course and the dean of the summer session.
  3. A faculty member who prepares and grades a comprehensive examination for students who wish to obtain credit for a course by taking such an examination is paid a stipend of \$5.00 per credit hour plus \$5.00 for each additional student.

#### **IV. Delegation of Authority:**

The president, with the exception of select undelegated executive and managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments; establish compensation guidelines; establish, plan, administer, and amend faculty and graduate assistant classifications; establish high demand academic disciplines; and recruit. See RP 9.202(B),(D),(E)(2),(F), and (G).

#### **V. Contact Information:**

Office of the Vice President for Administration, 956-8862, [jgouveia@hawaii.edu](mailto:jgouveia@hawaii.edu)

#### **VI. References:**

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**Approved as to Form:**

\_\_\_\_\_  
Cynthia Quinn  
Executive Administrator and  
Secretary of the Board of Regents

\_\_\_\_\_  
Date