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Compensation & Employee Relations

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Faculty

Classification

The faculty classification plan for each of our campuses may consist of 1 or more of the following 5 general categories.

- **Instruction** – perform a variety of teaching, research and service duties in support of the university’s mission. These faculty members may hold tenure, serve in tenure-track positions that are eligible to receive tenure, or occupy positions that are not tenure-eligible. These positions include academic titles such as professor, associate professor, assistant professor, instructor or lecturer. Candidates for teaching positions hold advanced degrees or have training and work experience at levels equal to advanced degrees.
- **Research** – perform a variety of research and service duties in support of the university’s mission. These faculty members may hold tenure, serve in tenure-track positions that are eligible to receive tenure, or occupy positions that are not tenure-eligible. These positions include academic titles such as researchers, associate researchers, assistant researchers, and junior researchers. Candidates for research positions hold advanced degrees or have training and work experience at levels equal to advanced degrees.

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- **Specialist** – perform counseling and other professional non-research specialized work that is auxiliary to instruction or research programs.

- **Librarian** – include reference librarians, technical services librarian

- **Extension Agent** – include junior extension agents, assistant extension agents, associate extension agents, and county extension agents.

UH System logo



In addition to the above faculty, the University also employs graduate assistants and lecturers for teaching:

Office of Human Resources

Administrative Services Building 2

2440 Campus Road

Honolulu, Hawai'i 96822

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- **Graduate Teaching Assistant** – graduate students that function as teaching assistant or research assistant

- **Lecturer** – persons employed for short-term teaching assignments, usually on a part-time basis.

Compensation

VISION

A professional human resource team [providing continuous and superior service](#) to our most important asset: people.

MISSION

The mission of the Office of Human Resources is to anticipate, develop and to fulfill the human resource needs of the employees of the University of Hawai'i. The Office of Human Resources shall provide support to the University system in developing, implementing, and administering a comprehensive human resource program. [See Faculty/Lecturer Salary Schedules](#) for more information.

The [minimum annual salary](#) for faculty is outlined in the Unit 7 agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i.

- The University has established [faculty salary thresholds](#) for Non-High Demand and High Demand disciplines. Salaries above the thresholds require the University President's approval.

Office of the Vice President for Administration

Capital Improvements

Facilities Contracts

Procurement and Real Property Management

Risk Management

- The University President is delegated authority to establish high demand academic disciplines for which recruitment and/or retention of faculty of quality desired by the University exceeds the faculty salary thresholds. Refer to [Executive Policy E5.222](#) High Demand.

High Demand Disciplines

[Sustainability](#) □

[Title IX](#) □

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Deferred Salary of Highly Compensated 9-Month Faculty

- The Internal Revenue Code (IRC) Sections 409A and 457(f) require higher education institutions to pay salaries of highly compensated 9-month faculty in the semester earned when the "deferred salary" exceeds the Internal Revenue Service (IRS) annual deferral limit.

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- The University will adjust salaries paid in the fall and subsequently in the spring to ensure proper distribution of salaries.
- View summary sheet for more information.

Special Salary Adjustments

Faculty may be eligible for special salary adjustments or bonus payments for merit, equity, market and/or retention. See [Reference 17](#) □, Memorandum of Understanding on the Procedures for Special Salary Adjustments and Bonus Payments in the [BU7 agreement](#) □ for more information.

- Faculty may apply for or be nominated for a special salary adjustment or bonus payment by submitting the [Special Salary Adjustment form](#) □ with supporting documents to the appropriate dean or director.
- Special salary adjustments and bonus payments are subject to availability of funds.