



September 20, 2019

**MEMORANDUM**

TO: Pamela Scheffler, Department Chair Math & Science, Hawai'i CC  
Mario Mediati, Division Chair, Honolulu CC  
Nawa'a Napoleon, Dean of Arts & Science, Kapi'olani CC  
Ryan Girard, Division Chair Science & Math, Kaua'i CC  
James Goodman, Dean of Arts & Science, Leeward CC  
Kahele Dukelow, Dean of Arts & Sciences, Maui College  
Samantha Geiling, Natural Science Department Chair, Windward CC

FROM: Tammi Chun, Interim Associate Vice President for Academic Affairs

A handwritten signature in black ink, appearing to be 'TC' or similar initials, written over the name 'Tammi Chun'.

SUBJECT: PILOT PROJECT FOR FACULTY MINIMUM QUALIFICATION  
EQUIVALENCE FOR NATURAL SCIENCES: IMPLEMENTATION  
GUIDANCE

As announced in an August 13, 2019 memo, the University of Hawai'i Community Colleges (UHCC) Academic Affairs and Human Resources (HR), together with Vice Chancellors for Academic Affairs (VCAA), are launching a pilot project to consider equivalencies for faculty applicants' educational qualifications. This project allows for consideration of academic preparation that may be equivalent to minimum educational qualifications explicitly stated for the position. This memo provides implementation guidance.

*Disciplines included in the pilot*

The pilot is planned for 2020 appointments, starting with Spring 2020 hires. This pilot is limited to Natural Science disciplines, with the exception of animal sciences and mathematics, which are not included in the pilot. All searches for identified disciplines are included in the pilot. Disciplines included in Pilot:

1. Biological Sciences [Biology, Botany, Microbiology, Zoology (except Human Anatomy and Physiology), Biomedical Sciences]
2. Chemistry
3. Engineering (Civil, Electrical, Electronic, Mechanical)
4. Food and Nutritional Science/Food Science and Human Nutrition
5. General Science
6. Geographic Information Systems (GIS) Global Positioning System (GPS)
7. Geology and Geophysics

8. Human Anatomy and Physiology
9. Oceanography
10. Pharmacology
11. Physical Sciences (Astronomy, Physics)
12. Polynesian Voyaging
13. Technical Science (non-baccalaureate course)
14. Tropical Forest Ecosystem and Agro Forestry Management (TEAM)

*Job postings for disciplines in the pilot*

The pilot begins on **October 1, 2019**. Job postings will indicate that equivalent minimum qualifications (MQs) for education may be considered. For example, this Engineering posting would be revised as follows (changes in strikeouts and underline):

Masters in Civil Engineering or, Electrical Engineering, or the equivalent.

The posting would also indicate that the discipline is part of the pilot. An example from a Kapi'olani posting below (changes in strikeout and underline):

**"To Apply:**

Click on the "Apply" button on the top right corner of the screen to complete and application and attach the required documents. In addition to the Application, applicants must attach the following:

1. a one-to-two page statement outlining the ways in which you meet the minimum and desirable qualifications;
2. official graduate and undergraduate transcripts(s) showing degrees and coursework to date. Copies of official transcripts are acceptable; however, official copies are required at the time of hire (in order to be official, transcripts must have the official seal and be mailed directly from the degree-granting institution. Transcripts may not be stamped as issued to student or as a student copy. Ask the Registrar to send the transcript to the attention of Nawa'a Napoleon, Dean of Arts & Sciences) On-line transcripts, diplomas and copies, academic record/grade summaries and electronic submissions will NOT be accepted;
3. Optional three original signed letters of recommendation.

This discipline is part of a pilot project to consider "equivalent" educational qualifications for applicants whose educational qualifications do not match exactly with the degree(s) and/or coursework name as minimum qualifications. For an applicant's educational qualifications to be considered for equivalence, the applicant must provide information requested in the online application: a request to be considered for equivalence, description of equivalent qualifications, and evidence of equivalence (e.g., transcripts, course descriptions)."

*Applications for disciplines in the pilot*

Effective October 1, when HR officers prepare the ad in NEOGOV, they should use the faculty application that has been created for the equivalence pilot: **CC Faculty STE**. This application is already available in NEOGOV. For disciplines included in the pilot, applicants will need to indicate in the application whether they want their educational qualifications to be reviewed for equivalence and will need to provide information, including course descriptions, with their application.

*Current recruitments for disciplines in the pilot*

Any current postings for continuous recruitment for disciplines in the pilot should be removed by September 30. Any applications received prior to September 30 will be reviewed without consideration for equivalence. Candidates, whose applications were received in response to the job posting prior to the pilot, should be notified that they have the opportunity to apply as part of the pilot program which considers equivalent educational qualifications.

*Cross-campus faculty subject matter expert committees*

Vice Chancellors for Academic Affairs are identifying faculty to serve on the cross-campus faculty subject matter expert committees to review equivalent applicants forwarded by screening committees. The list of committee members will be sent to campus HR officers so that HR officers can review status of committee members' EEO training. Participating committee members will need EEO training to participate since they will have access to applicants' information via NeoGov.

*Questions*

For additional information, please see FAQs for UHCC faculty and staff (<http://go.hawaii.edu/GQo>). If you have HR questions about the pilot, please contact Sandra Uyeno, Director of Human Resources (email: [uyeno@hawaii.edu](mailto:uyeno@hawaii.edu)). If you have other questions, please contact me (email: [tammi.chun@hawaii.edu](mailto:tammi.chun@hawaii.edu)). Thank you for your partnership and attention to this matter.

Attachment

c: Sandra Uyeno, Director of Human Resources, UHCC  
UHCC Human Resources Officers  
UHCC Vice Chancellors for Academic Affairs



August 13, 2019

TO: Pamela Scheffler, Department Chair Math & Science, Hawai'i CC  
Mario Mediati, Division Chair, Honolulu CC  
Nawa'a Napoleon, Dean of Arts & Science, Kapi'olani CC  
Gigi Drent, Division Chair Science & Math, Kaua'i CC  
James Goodman, Dean of Arts & Science, Leeward CC  
David Grooms, Interim Assistant Dean of Instruction, Maui College  
Samantha Geiling, Natural Science Department Chair, Windward CC

FROM: Tammi Chun, Interim Associate Vice President for Academic Affairs 

SUBJECT: PILOT PROJECT FOR FACULTY MINIMUM QUALIFICATION  
EQUIVALENCE FOR NATURAL SCIENCES

University of Hawai'i Community Colleges (UHCC) Academic Affairs and Human Resources (HR), together with Vice Chancellors for Academic Affairs (VCAA), are launching a pilot project to consider equivalencies for faculty applicants' educational qualifications. This project allows for consideration of academic preparation that may be equivalent to minimum educational qualifications explicitly stated for the position. The purpose is to expand the pool of qualified applicants, relying primarily on faculty expertise in assessing educational qualifications instead of strict adherence to the title of the discipline listed as educational minimum qualifications (MQs).

The pilot is planned for 2020 appointments, starting with Spring 2020 hires including lecturers. This pilot is limited to Natural Science disciplines, with the exception of animal sciences and mathematics, which are not included in the pilot.

For an applicant's qualifications to be considered equivalent, the applicant must indicate that they want their educational qualifications to be reviewed for equivalence and submit evidence of equivalence with their application. The campus screening committee will review the evidence to determine whether the applicant is equivalent for the position. Applicants deemed equivalent ("equivalent applicants") will be "in the pool" for consideration with other applicants who meet the MQs outright.

When the screening committee recommends an equivalent applicant to advance in the selection process (e.g., interview), the applicant's evidence of equivalence will be reviewed and validated by a cross-campus faculty subject expert committee for content and by campus human resources officers for technical matters, see Process for Determining Equivalence ([Flow chart](#)), attached.

UHCC Academic Affairs and HR will conduct a mid-year assessment and final evaluation of the pilot by June 2020. Feedback will be solicited from members of screening committees and faculty subject expert committees who participated in the process.

For additional information, please see FAQs for UHCC faculty and staff (<http://go.hawaii.edu/GQo>).

Disciplines included in pilot:

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2. Chemistry
3. Engineering (Civil, Electrical, Electronic, Mechanical)
4. Food and Nutritional Science/Food Science and Human Nutrition
5. General Science
6. Geographic Information Systems (GIS) Global Positioning System (GPS)
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Attachment

- c: UHCC Human Resources Officers  
UHCC Vice Chancellors for Academic Affairs

ATTACHMENT A: PROCESS FOR DETERMINING EQUIVALENCE (7/7/2019)

