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MĀNOA

Office of the Vice Chancellor for Academic Affairs

October 21, 2015

**MEMORANDUM**

TO: Jerris Hedges, Dean  
John A. Burns School of Medicine

FROM: Reed Dasenbrock   
Vice Chancellor  
for Academic Affairs

SUBJECT: Approved Department Personnel Committee Policies and Procedures

Enclosed please find approved procedures for the Department of Medical Technology, John A. Burns School of Medicine.

Please note that all faculty who will be submitting applications for tenure and/or promotion this fall should be given the option to use this document or the one in effect for the prior year.

If you have any questions, please call or email Beverly McCreary (64571 or [bmccrear@hawaii.edu](mailto:bmccrear@hawaii.edu)).

Enclosure

c: Assistant Vice Chancellor McCreary

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*James D. Kandaolu* 10/5/2015  
UHPA \_\_\_\_\_ Date

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Manoa Chancellor's Office \_\_\_\_\_ De

University of Hawaii at Manoa  
John A. Burns School of Medicine  
Department of Medical Technology  
Qualifications and Criteria for Promotion/Tenure and Post-Tenure Review

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Revised 9/2015

I. INTRODUCTION

A Medical Technologist is a healthcare professional who performs complex medical lab procedures that are necessary for a clinician to make appropriate and timely medical decisions. The usual terminal academic degree for a Medical Technologist is a bachelor's degree with clinical experience at an accredited facility. UHM Department of Medical Technology is accredited through the National Accrediting Agency for Clinical Laboratory Science (NAACLS). In addition, a Federal Rule requires that a Medical Technologist possess a valid national certification (MLS from ASCP, or equivalent); in Hawaii, a State licensure (Technologist) is also required.

An instructional faculty in Medical Technology must be able to provide such highly specialized and professional education. For this reason, the Department of Medical Technology requires its instructional faculty to meet the national certification standard in breadth and depth of education and training. A faculty member may earn advanced education and training in specific discipline in the form of advanced degree or specialist certification.

Professional competence of a Medical Technologist is measured through job performance, participation in continuing education (required to maintain national certification) and contributions to the profession through active involvement in a professional society (such as ASCLS, CLMA, ASM, ASH, AACC, AABB).

This document is a guide in the application process for appointment, promotion and tenure, and reviews. The Department complies with the criteria, procedures and policies of John A. Burns School of Medicine (JABSOM) and the University of Hawaii at Manoa (UHM).

Curriculum in Medical Technology at UHM is an undergraduate curriculum. The program offers the BS degree in Medical Technology in a 2+2 career-pathway structure by admitting students who earned the associate degree and certification as Medical Lab Technician (MLT) through a community college.

Performance Reviews:

- a. Performance of non-tenured limited-term faculty is reviewed as required during the faculty member's specific appointment period by the Department Chair (DC) based on

the established criteria and expectation appropriate to his or her FTE level. Review is forwarded to the Dean of JABSOM with recommendation to approve or not approve contract renewal.

- b. Performance of probationary (tenure-track) faculty is reviewed as required per their rank and probationary year of service by the DPC and Department Chair.
- c. Performance of tenured faculty is reviewed at least once every 5 years by the Department Chair and forwarded to the Dean of JABSOM with recommendations.

## II. CLASSIFICATION OF FACULTY MEMBERS

In accordance with Hawaii State law (HRS 304-13), all faculty members are classified as I (instructional). Ranks within the I-classification are as follows: instructor (I2), assistant professor (I3), associate professor (I4), professor (I5).

## III. QUALIFICATIONS AS INSTRUCTIONAL FACULTY

Minimum qualification for instructional positions must meet the UH Manoa policies as stated in the Executive Policy E5.211 (Classification of Faculty). Document is available at

[http://www.manoa.hawaii.edu/ovcaa/faculty/tenure\\_promotion\\_contract\\_renewal/pdf/Appendix\\_A.pdf](http://www.manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/pdf/Appendix_A.pdf)

In addition, the following are required to become an instructional faculty in the Department of Medical Technology.

- Professional certification as a medical technologist (MLS from ASCP, or equivalent), or eligible for State of Hawaii licensure as a Technologist.
- Three years of full-time professional experience as a Medical Technologist (MLS level or higher).
- For an instructor (I2), one year of college level teaching or two years of medical technology teaching in a clinical facility or additional continuing education in the subject area to be taught, and demonstrable ability to instruct or to direct group discussions with poise and good address. For faculty at a higher rank, an advanced degree in related field, specialist certification, or additional years of professional experience would be required.

## IV. DUTIES OF INSTRUCTIONAL FACULTY

Responsibilities of instructional faculty increase as he/she progresses in rank. In general, faculty members are expected to be productive in teaching, scholarly activities and service.

Teaching: Assume primary faculty role in MEDT courses. Minimum teaching load (semester hours) depends on %FTE, degree of supervision required for students to master the professional skills, and other assigned tasks. MEDT courses, particularly those in the upper division, cover professional skills, knowledge and attitude, that directly affect patient care. Faculty members play an extremely important role in professionalizing students. Major disciplines include Hematology, Hemostasis, Clinical Microbiology (bacteriology, virology, parasitology, mycology), Immunohematology (Blood Banking), and Clinical Chemistry. Sub-disciplines include Immunology (Serology), Urinalysis, Body Fluid Analysis, Lab Management, Molecular Diagnostics, Point-of-Care Testing, and others.

Evidence of teaching activities:

- I2 (Instructor): Develop or implement course objectives (student learning outcomes) under general supervision. Evaluate outcomes (e.g., grades, exam scores, student feedback) and make necessary course modification. Participate in providing continuing education programs in relevant fields, or participate in medical education of medical

- students (e.g., PBL tutor, colloquium presenter). Serve as academic advisor for MEDT majors and P-MEDT students, and other students inquiring about the major. Where appropriate, advise Selected Studies Program students, or supervise independent study activities; or coordinate off-campus learning (e.g., MEDT 591).
- I3 (Assistant Professor): Perform duties of instructor (I2). Assume primary faculty role in MEDT courses. Conduct relevant seminars to MEDT students, medical students, the public, at a professional meeting, etc. Participate in overall curriculum development, curriculum mapping, program evaluation. Supervise and evaluate an instructor and provide guidance. Participate in graduate and medical school education (e.g., Thesis Committee member, PBL tutor, colloquium presenter). Participate or coordinate faculty workshops. Develop or implement continuing education programs (applicable to professional certification requirement) for medical technologists. Advise honors students and direct their thesis work in specialty areas. Serve on graduate student committees. Advise students in related field (e.g., medicine, basic science).
  - I4 (Associate Professor): Perform duties of assistant professor (I3). Develop and coordinate overall curriculum goals. Provide faculty evaluation and guidance. Develop and coordinate continuing education for the profession (applicable towards professional certification maintenance). Develop and implement graduate level courses or medical school elective courses. Develop and coordinate faculty workshops. Supervise off-campus learning at affiliated sites (e.g., MEDT 591). Advise graduate and medical students or serve as a member on graduate committees (e.g., thesis or dissertation committees).
  - I5 (Professor): In addition to the duties and responsibilities of associate professor (I4), assume a leadership role in education at the Department, JABSOM and University level. Define goals, philosophy, and vision of the Department of Medical Technology in light of the current state of the health care system. Develop strategic planning for the Department in coordination with that of the JABSOM/UHM level. Assist with JABSOM LCME accreditation activities as related to the Department.

**Scholarly Activities:** The Department of Medical Technology is an undergraduate degree program, without an established research facility. Nevertheless, faculty members are expected to engage in scholarly activities related to the field of Medical Technology (Medical Lab Science). Such activities include, but are not limited to, research in applications of clinical lab methodologies, case studies involving clinical lab data, impact of regulatory compliance issues on lab operation, student recruitment and development, outreach (e.g., statewide workforce issues, international student exchange), basic science research in related field, evaluation of lab methods, professional development, impact of teaching methodology or new technology in teaching lab sciences, and others. Studies are to be published in appropriate forums/platforms such as peer reviewed or professional journals (e.g., CLS, MLO), professional communications (e.g., ASCLS Today, Kokonut Wireless Nius), abstracts at a professional meeting, academic poster presentations (e.g., JABSOM Biomedical Science Symposium, ASM annual meeting), relevant textbooks or chapters, and other media (e.g., electronic, web-based). Other examples of scholarly activities include, but are not limited to, acquiring a US Patent, textbook or chapter reviews (acknowledged by the published author), and invited presentation at professional meetings.

**Evidence of scholarly activities:**

- I2 (Instructor): Participate in data collection and data analysis, and coauthor or contribute on publications in professional journals such as CLS, MLO, Laboratory Medicine, ASCLS Today. Participate in development of new teaching tools (e.g., electronic media, web sites, or computerized tutorials) in specialty areas. Participate in research activities relevant to Medical Technology.
- I3 (Assistant Professor): Perform duties of instructor (I2). Develop and implement relevant research projects. Publish studies in professional journals (e.g., CLS, MLO, Laboratory Medicine, ASCLS Today). Develop new teaching tools in specialty areas (e.g., interactive discs, electronic media, computerized tutorials, or web site linkages to

appropriate educational sites). Participate in research efforts as a resource person to the professional community.

- I4 (Associate Professor): Perform duties of assistant professor (I3). Develop, provide guidance and conduct research projects in relevant field (e.g., educational methodology, applied lab methodologies, basic science, or clinical research, performance evaluation). Serve as principal investigator on research that may be grant funded. Publish studies in professional or peer-reviewed journals (e.g., CLS, MLO, Laboratory Medicine, ASCLS-Today). Serve as reviewer for a published textbooks or chapters in the field (as acknowledged by the author), Serve on editorial boards of professional journals. Develop advanced teaching tools in specialty areas (e.g., electronic media, interactive discs, computerized tutorials, or web site linkages to appropriate educational sites). Participate in research by other researchers in related field as a resource.
- I5 (Professor): In addition to the duties of an associate professor (I4), serve as a principal investigator and publish in refereed professional journals at least once in four years (e.g., CLS, MLO, or Laboratory Medicine). Develop a grant-funded research in relevant discipline. Present studies in appropriate local, national or international conferences (e.g., ASCLS, ASM, ASH, AABB, or AACC).

Service: Faculty members are expected to offer professional and administrative services to the Department, School (JABSOM), campus (UHM) and the Medical Technology profession. Administrative services include committees at different levels, preparation for accreditation of the program, etc. Activities are directly related to the mission of the Department. Professional services are provided on and off campus: with the professional societies, to JABSOM and other UHM units, to the public, etc.

Evidence of service activities:

- I2 (Instructor): Participate or coordinate in public outreach or awareness programs (e.g., health fair, National Lab Week programs, career fair). Participate in or coordinate recruitment of students in the health field. Participate in professional society at the State level (e.g., ASCLS-HI, ASM, AACC, or CLMA). Participate in Departmental committees or taskforces (e.g., Admission, Curriculum, Personnel Advisory Committees). Participate in maintaining the Departmental accreditation through National Accreditation Agency for Clinical Laboratory Science. Assist with UHM level recruitment (e.g., NSO/TSO, Peer Advisors with MAC/PAC)
- I3 (Assistant Professor): Perform duties of instructor (I2). Organize and participate in professional societies at the State or local level (e.g., ASCLS-HI, CLMA, ASM-HI Branch). Serve as resource person in medical technology education or specialty area at the State level. Serve on community profession-related committees and task forces (e.g., State Health Department committees, bone marrow drive, or advise Neighborhood Boards on health issues). Chair a Departmental committee or taskforce (e.g., Admission, Curriculum, Personnel Advisory Committees). Advise student groups when they participate in profession-related activities for the community (e.g., recruitment, health fair, phlebotomy of medical students, blood donor recruitment, or college & career fair). Serve on UHM committees (e.g., Council of Academic Advisors)
- I4 (Associate Professor): Perform the duties of assistant professor (I3). Assess the role of medical technology (medical laboratory science) profession in the overall health care system (e.g., workforce issues, communication, regulatory impact). Serve as Department Chair or Program Director. As appropriate, communicate with legislative bodies relevant to education at UHM, technical expertise, and other professional contributions. Engage in regional or national level professional societies through conferences or publications, or serve as a delegate or representative in professional organizations at the national level (e.g., ASLCS, NCCLS, ASM, CLMA, ASH, AACC, or AABB). Chair two or more of Departmental committees or taskforces (e.g., Admission, Curriculum, Personnel Advisory Committees, subcommittees, NAACLS Accreditation Taskforce, or Safety Officer). Serve on JABSOM committees (e.g., Faculty Senate, Scholarship, ad hoc DPC). Serve on UHM

level committees (e.g., TPRC, lab safety). Serve as resource person in medical technology education or specialty area at the State or national level, or partake a leadership role in community profession-related committees and task forces (e.g., State Health Department committees, bone marrow drive, or advise Neighborhood Boards on health issues).

- I5 (Professor): In addition to the duties of associate professor (I4), assume a leadership role in professional organization activities at regional and national levels. Serve as a consultant in medical technology education or specialty area at national level.

#### V. CRITERIA FOR TENURE AND/OR PROMOTION

The attainment of tenure or a promotion in rank represents a momentous step in a faculty member's professional development and status. A candidate must clearly demonstrate to the Tenure and Promotion Committees of the Department, JABSOM and UHM his/her worthiness for such an important milestone. In the Department of Medical Technology, the criteria for tenure or promotion are based on an assessment of the candidate's accomplishments in teaching, scholarly activities and service to the Department, JABSOM, UHM and the community. Merely meeting these requirements is not enough; a candidate must show that he/she is of equal caliber to others of the same rank at major universities in the United States.

The candidate must first meet the qualification for the rank being sought (refer to section III). The candidate's accomplishments should demonstrate: 1) commendable performance of duties at the present rank and 2) significant administrative contributions at the present rank to the Department, JABSOM and the University. The candidate should also demonstrate capability of performing the duties of the rank being sought.

The department criteria and guidelines for tenure and promotion conform to UHPA Contract.

#### VI. PROFESSIONAL ACCOMPLISHMENTS

a. Teaching: It is recognized within the Department of Medical Technology that undergraduate teaching is the primary part of a faculty member's responsibilities. Teaching in MEDT courses involves highly specialized professional knowledge and skills that directly affects patient care. In addition to teaching in MEDT courses, a faculty member may be involved with courses, seminars, colloquia, etc. in other Departments, JABSOM MD training, and professional meetings. Above all the DPC will be looking for professional conduct and rapport with the candidate's peers and students.

b. Scholarly Activities: Active participation in research is essential to the viability of the Medical School and the University. While Medical Technology is an undergraduate program, faculty members are expected to engage in scholarly activities relevant to the profession. This is especially important for those with advanced degrees.

c. Community Service: In addition to participation in administrative functions at the Department, JABSOM and UHM levels, it is expected that faculty members will use their expertise to improve the quality of life for the University and the State of Hawaii. Accomplishments in community service (local, national and international) can be documented by participation in professional associations, task forces and committee chairmanships. Service to the consumer can be documented by sponsor's comments. Other appropriate activities should be documented and submitted for evaluation.

#### VII. CRITERIA AND PROCEDURES FOR COMPOSITION AND ROLE OF THE DEPARTMENT PERSONNEL COMMITTEE (DPC)

The DPC composition and procedures will conform to the requirements as described in the UHPA Agreement Article X.

1. The DPC is composed of at least five faculty members with at least 0.5 FTE appointment at the rank equal to or higher than the rank applicant is applying for. Only tenured faculty may vote on tenure or contract renewal of another faculty member.
2. For JABSOM Departments that have fewer than five (5) eligible tenured faculty members, the Union and the Employer have agreed to allow non-tenure track Bargaining Unit 07 members to serve on the DPC and vote on the promotion application of non-tenure track faculty provided their equivalent rank is equal to or higher than the rank sought by the applicant.
3. Should the DPC faculty still not meet the requirements for a minimum of five (5) eligible voting members, the Dean in consultation with the Department Chair will select members from outside of the department to make up a five-member voting DPC. The term of non-department faculty members will be up to 3 years beginning July 1 through June 30 of each fiscal year.
4. The Chair of the DPC is elected by the members of the DPC.
5. The applicant may request to exclude participation of one member of the DPC where the applicant believes that a conflict exists that would prevent a fair evaluation of his/her application.
6. The DPC will make a written statement of the applicant's strengths and weaknesses, and make a recommendation based on majority vote (secret ballot). The DPC will forward the dossier to the next level of review.

#### VIII. CONTRIBUTIONS TO JABSOM AND THE UNIVERSITY

As a medical school and university faculty member, the candidate is expected to use his/her expertise to contribute to the strengthening and improvement of these institutions through active participation in the Department of Medical Technology, JABSOM, and University committees. Accomplishments in these areas can be documented by participation on committees and task forces at the Department, School, College, Campus and System levels. Comments from the committee chairpersons and/or committee members may be submitted. Activities involving student recruitment and career advising at the High School and Community College levels are encouraged. Other appropriate activities should be documented and submitted for evaluation.

#### IX. PERIODIC REVIEW OF TENURED FACULTY

Performance of a tenured faculty member is periodically reviewed by the Department Chair. A tenured faculty member is expected to maintain productivity and contributions to the Department, JABSOM and UHM in instructional activities, service, and scholarly activities. Criteria for assessment are as described above for the applicable rank.

#### X. LIST OF ABBREVIATIONS

AABB	American Association of Blood Banks
AACC	American Association of Clinical Chemistry
ASCLS	American Society for Clinical Laboratory Science (Hawaii chapter ASCLS-Hawaii)
ASH	American Society of Hematology
ASM	American Society of Microbiology
CLMA	Clinical Laboratory Management Association
CLS	Clinical Laboratory Scientist (same as Medical Technologist and Medical Lab Scientist); Peer reviewed journal of ASCLS
CLSI	Clinical and Laboratory Standards Institute (old name: NCCLS)
JABSOM	John A. Burns School of Medicine
LCME	Liaison Committee on Medical Education
MLO	Medical Laboratory Observer, a peer reviewed journal
MLS	Medical Lab Scientist (old titles: Med Technologist, Clinical Lab Scientist)
NAACLS	National Accrediting Agency for Clinical Laboratory Science
NCCLS	National Committee for Clinical Laboratory Standards