

Memorandum**TO:** Promotion and Tenure Committee Chair**FROM:** Sharleen Santos-Bamba, Senior Vice President & Provost **RE:** *Appropriate and Terminal Degree Requirements***DATE:** August 4, 2025

This is a re-issuance of the listing of approved appropriate and terminal degree requirements for the various programs and disciplines at the University of Guam. It updates the previous memorandum dated March 19, 2009.

Background

Rules, Regulations, and Procedures Manual, Article V. C.:

A faculty member may be considered for promotion or tenure only by self-application. Promotion and tenure procedures are specified in the BOR/Union Agreement (2018). The UOG Comprehensive Faculty Evaluation System approved by the Board of Regents shall provide a framework for promotion and tenure decisions. Annual performance evaluations by the appropriate administrative supervisor of the College and the evaluations by peer review committees shall constitute important evidence of the quality of a faculty member's performance. Under no circumstances will a faculty member be granted promotion or tenure without clear documentation of excellent performance in his or her primary role.

13. Minimum Criteria for Promotion**a. Promotion to Instructor or Extension Agent II**

- (1) *A master's degree.*
- (2) Time in rank at the University of Guam as specified in the BOR/Union Agreement.
- (3) Major accomplishments in the candidate's primary role and at least satisfactory accomplishments in all other roles for which he or she has been evaluated.

b. Promotion to Assistant Professor or Extension Agent III

- (1) *Appropriate degree.*
- (2) Time in rank as specified in the BOR/GFT Agreement.
- (3) Major accomplishments in the candidate's primary role and at least satisfactory accomplishments in all other roles for which he or she has been evaluated.

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- (4) The weight of the evaluation assigned to Creative/Scholarly Activity or Research must be a minimum of 10% when averaged over the previous three years or since the last promotion at UOG.
- c. Promotion to Associate Professor or Extension Agent IV
 - (1) *A terminal degree* as defined by the University Academic Affairs Committee [Faculty Senate] and approved by the Vice President, Academic Affairs [Senior Vice President], is required of applicants appointed to a faculty position after April 30, 1995.
 - (2) Time in rank as specified in the BOR/GFT Agreement.
 - (3) Excellent accomplishments in all roles for which the candidate has received percentage evaluation allocations since employment or the last promotion at UOG, whichever was most recent. The evaluation of the roles will carry the average percentage weights agreed to with the appropriate administrative supervisor since employment.
 - (4) The weight of the evaluation assigned to Creative/Scholarly Activity or Research must be a minimum of 15% when averaged over the previous three years or since the last promotion at UOG.
- d. Promotion to Professor or Extension Specialist
 - (1) *Appropriate terminal degree.*
 - (2) Time in rank as specified in the BOR/GFT Agreement.
 - (3) Excellent accomplishments in all roles for which the candidate has received percentage evaluation allocations since employment or the last promotion at the University, whichever was most recent.
 - (4) The weight of the evaluation assigned to Creative/Scholarly Activity or Research must be a minimum of 25% when averaged over the previous three years or since the last promotion at UOG.

On October 11, 1984, the Academic Vice President approved the definition of "terminal degree" as "A terminal degree is defined as the generally recognized (by major universities or professional societies) final gradus or step in an academic discipline relevant to the Department's program." An "appropriate degree" is one that is in the discipline or area of the position and that satisfies the hiring criteria to be appointed to a faculty position by a search committee. All degrees must in addition, be earned degrees and be awarded from a U.S. accredited institution or international equivalent.

Current Rules

Currently, The University's policy for hiring faculty members is

- A Preference shall be given to persons who have earned a terminal degree. Except as otherwise provided in these rules and regulations, the master's degree shall be a minimum requirement.

Regular, full-time faculty members shall be compensated in accordance with the salary schedule established by the Board of Regents.

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The Master's degree is the appropriate (minimum) degree for hiring at the Instructor/Extension Agent II ranks and the terminal degree is the appropriate (minimum) degree for hiring at the assistant professor and higher ranks. The Bachelor's degree is the appropriate (minimum) degree for hiring at the Assistant Instructor/Extension Agent I level. " (RRPM, Article V. A 3).

Here are the current specifications:

Program or Discipline	Appropriate Degree*	Terminal Degree*
Mathematics	Master's in mathematical science or related field	Doctorate in mathematical science, mathematics education or related field
Chemistry	Master's in chemistry or as recognized by the department at time of hire	Doctorate in Chemistry or related field
Construction Management	Master's in Civil Engineering	Master's, Ph.D. preferred
Education	Ph.D. or Ed.D.	Ph.D. or Ed.D.
Civil Engineering	Master's in Civil Engineering	Ph.D.
Business	Ph.D.	Ph.D.; D. B. A.,
Law	J. D. plus pass the bar exam; LLB. plus pass the bar exam	Ph.D., J.D. plus Bachelor's plus pass the bar exam.
Accounting	Master's plus CPA professional certificate	Ph.D., DPA, DBA
Public Administration	Master's, Ph.D. or DPA or DBA	Ph.D. or DPA or DBA
Agriculture	Master's degree in agriculture or appropriate science	Ph.D.
Consumer/Family Science	Master's degree in related field	Ph.D.
Research units (all)	Ph.D. in appropriate field as determined on hire	Ph.D.
Counseling (Student Services)	Master's in counseling or related field	Ph.D. or Ed.D. in counseling or related field
Library Science	MLS in an accredited program	Ph.D., Ed.D., DLS, MLS, doctorate preferred
Counseling (SOE)	Master's in counseling or related field	Ph.D. or Ed.D. in counseling or related field
Nursing	Masters (MA or MS) in Nursing or related field plus RN	Ph.D., D.Ns., DNP, or M.D.
Social Work	MSW	Ph.D., D.S.W. or doctorate in a related field
Fine Arts	MFA	MFA, Ph.D. or doctorate in related field
English and Applied Linguistics	Ph.D., Ed.D., or D.A. in Applied Linguistics/TESOL, Rhetoric, Composition, English Language Pedagogy, or Master's in Applied Linguistics, TESOL, Composition, Reading, Literature	Ph.D., Ed.D., or D.A.
Physical Education	MA/MS with a specialty in a skills area, Ph.D., Ed.D.	Ph.D. or Ed.D. in related field
Modern Language	Master's in Teaching a Second Language, any modern language	Ed.D., Ph.D.

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Micronesian Languages	MA degree in an area of Micronesian Studies, Pacific Studies, Linguistics, or other closely related field	MA degree in an area of Micronesian Studies, Pacific Studies, Linguistics, or other closely related field; Ph.D. preferred
Anthropology	MA/MS in anthropology or related field	Ph.D.
Communication	MA/MS in communication or related field	Ph.D.
History	MA/MS in history or related field	Ph.D.
Japanese Language	MA/MS in related field	Ph.D.
Philosophy	Ph.D.	Ph.D.
Political Science	Master's, Ph.D.	Ph.D.
Psychology	MA/MS in psychology or related field	Psy.D., Ph.D.
Sociology	MS/MA in sociology	Ph.D.
Biology	MS in biology	Ph.D.
Computer Science	MS/MA in computer science or related field	Ph.D.
Extension Agents	Master's degree	Ph.D.

- Note: to be considered either appropriate or terminal, the degree must be in the field (or closely related and recommended by the faculty, approved by the Dean) in which the faculty member is hired.

Procedure for Changes/Additions/Updates

In the event a program or department wishes to establish or change the terminal or appropriate degree specifications for their discipline or program, the faculty must provide supporting documentation and a rationale together with a recommendation to the College AAC, who will recommend to the Dean, who will recommend to the Faculty Senate, who will recommend to the Senior Vice President, who makes the final determination.

Copy: Deans; Directors; HRO; Vice Provosts

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