

HONOLULU COMMUNITY COLLEGE  
APPLICATION FOR TEACHING ASSIGNMENT REDUCTION (TAR)  
(Date of Form: Nov. 3, 2004)

TODAY'S DATE: \_\_\_\_\_

FACULTY MEMBER: \_\_\_\_\_

DISCIPLINE/PROGRAM: \_\_\_\_\_ DIVISION: \_\_\_\_\_

SEMESTER & YEAR IN WHICH TEACHING ASSIGNMENT REDUCTION WILL BE TAKEN: \_\_\_\_\_

**Guidelines** (See the back of this sheet for the text of BU7 Agreement 2003-05, extended to 2009, p. 57.)

1. A Faculty Member who teaches 15 or more SCH (Semester Credit Hours or equivalent contact hours)\* in the Fall 2003 semester and any semester thereafter shall be granted a minimum three SCH Teaching Load Reduction (TAR) in the following semester for activities aligned with college or system needs (BU7 Agreement).
2. The amount of TAR may result in less than a full class reduction. The excess credits may be banked for future teaching assignment reductions. The total of banked teaching assignment reductions may not exceed six SCH during any semester. (BU7 Agreement).
3. No teaching overload will be granted in a semester during which a faculty member is granted a TAR (HCC policy).

\*Three SCH is equivalent to ten percent of your annual fulltime teaching load. For example, if your fulltime teaching assignment is 30 credits per year, ten percent is three credits; if your fulltime teaching load is 24 credits per year, ten percent is 2.4 credits; if your fulltime contact hours are 25 hours per week or 750 hours per year, ten percent is 75 hours.

**Deadlines for Spring and Fall Applications:** Applications for TAR in the spring semester are due on the last Friday of September; applications for TAR in the fall semester are due on the last Friday in February.

**Instructions to Faculty:** Please check the appropriate boxes and provide the information requested. Sign and date the form and forward it to your Division Chair (DC). The DC will (1) indicate a replacement lecturer for the reassigned course, if needed and if a lecturer is available; (2) sign the form; (3) file the original; and (4) distribute copies to the Faculty Member and Program Dean for record-keeping.

- a.  I have previously banked \_\_\_\_\_ credits / hours. (Bank cannot exceed 6 SCH or equivalent hours).
- b.  I am teaching at least 15 SCH or equivalent hours this semester and request 3 SCH or equivalent hours of TAR next semester.
- c.  I waive my option to take or bank the 3 SCH or equivalent hours of TAR that I am eligible for next semester.
- d.  I elect to take \_\_\_\_\_ credits / hours of my TAR next semester. (The amount may be less than 3 SCH or equivalent hours. The amount of previously banked in a. may be combined with the amount in b. However, the total request may not exceed six SCH or equivalent hours.)
- e.  After next semester, I will have \_\_\_\_\_ credits / hours in my bank. Calculation: (amount previously banked from a.) + (amount, if any, from b.) – (amount requested in d.) = (e. amount in your bank after next semester). The bank may not exceed six SCH or equivalent hours).

For the purpose of seeking alignment between my proposed activities and college or system needs, I have consulted with my Division Chair. (For a list of possible TAR activities, see the backside of this sheet.) The following is a brief description of the agreed-upon activities I will pursue:

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Division Chair Recommended Replacement Lecturer / Course (as needed) \_\_\_\_\_

Signature of Division Chair \_\_\_\_\_ Date \_\_\_\_\_

cc: Faculty Member and Program Dean

Date Entered into Banner (Person entering the data should initial after writing the date): \_\_\_\_\_

## V. Other Teaching Load Reductions

A Faculty Member who teaches 15 or more SCH\* in the Fall 2003 semester and any semester thereafter shall be granted a minimum three SCH teaching assignment reduction in the following semester for activities such as, but not limited to, the following:

1. curriculum development
2. curriculum revisions
3. program development
4. program revisions
5. research and development in teaching pedagogy
6. development of grant or contract proposals
7. institutional service
8. providing expert technical assistance to federal, state, county, and other agencies that serve the public and benefit the college or UH system
9. community service
10. student mentoring
11. professional development
12. mentoring junior Faculty members

In the semester immediately preceding that in which the course reduction will take place, the eligible Faculty Members shall consult with their department or division chair about the nature of the activity they intend to pursue. The purpose of this consultation is to seek alignment between the proposed activity and college or system needs. Following the meeting, a brief form shall be filed with the department or division chair documenting the agreed-upon activities.

The amount of teaching assignment reductions may result in less than a full class reduction. The excess credits may be banked for future teaching assignment reductions. The total of banked teaching assignment reductions may not exceed six SCH (Semester Credit Hours\*) during any semester.

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\*SCH = Semester Credit Hours or equivalent contact hours. Equivalent contact hours are used for Faculty whose teaching assignments are calculated by student contact hours or a combination of both credit and contact hours, e.g., food service, nursing, laboratory, and other vocational programs.