



*I certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawaii.*

*I further understand that the credits I have requested on this application represent my total claim for credits toward my initial step placement. I understand that I am forfeiting credit for any experience dated on or before the date of my signature on this form and not listed hereon.*

\_\_\_\_\_  
Signature of Lecturer

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY:

Date application received: \_\_\_\_\_

Interviewed: \_\_\_\_\_

Transcript received: Copy: \_\_\_\_\_

Official: \_\_\_\_\_

MQS: Education: \_\_\_\_\_  
Yrs. Other: \_\_\_\_\_

Work Experience: \_\_\_\_\_

Letters of Recommendation Received: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

STEP PLACEMENT CREDITS SUMMARY:

Teaching Outside UH System \_\_\_\_\_ (25 credits maximum)

Teaching Within UH System \_\_\_\_\_

Creditable Degree \_\_\_\_\_ (25 credits)

Other \_\_\_\_\_

TOTAL: \_\_\_\_\_

RECOMMENDED STEP PLACEMENT: \_\_\_\_\_

Effective (Sem/Yr): \_\_\_\_\_

Dean of Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDELINES TO COUNT LECTURER CREDITS

Purpose: Provide general guidelines to count credits for lecturers who have taught at accredited institutions for purposes of Lecturer Step Placement.

- |   |  |
|---|--|
| 1. Teaching at unaccredited institutions                            | None   |
| 2. Teaching as lecturer by semester                                 | Credits taught   |
| 3. Teaching as lecturer by trimester                                | Credits taught   |
| 4. Teaching as lecturer by quarter                                  | Credits taught converted to semester credits – (quarter credits x 2/3)   |
| 5. Teaching at foreign institutions                                 | Only if institution is U.S. accredited by a regionally accrediting association such as WASC. Credits taught, converted if appropriate. |
| 6. Teaching as full-time, academically ranked (or % FTE) instructor | Credits, computed at 15 cr. per semester (or % of 15 cr. per semester). Converted as above.  |
| 7. Non-teaching activities  | None unless paid on a credit equivalency basis on the official personnel action form.  |
| 8. Elementary school teaching                                       | None   |
| 9. Secondary school teaching  | None   |
| 10. Secondary school teaching                                       | Equivalencies to be established for Developmental Studies, lecturers ONLY (1 year = 25 credits)  |
| 11. Teaching Assistant (Graduate Assistant)                         | None (unless the teaching assistant had full documentable course responsibilities. * See 1-6, 10)                                      |
| 12. Volunteer/Adjunct   | None   |
| 13. Non-credit teaching   | None   |

\* Full course responsibilities include teaching classes, planning projects and assignments, constructing tests, and evaluating students.

COMMUNITY COLLEGE  
LECTURER PLACEMENT CRITERIA

STEP A:

1. Lecturers who have taught fewer than 75 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session). \*

STEP B:

1. Lecturers who have taught at least 75 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session). \*

OR

2. Exceptions on a case-by-case basis, as justified by the campus and approved by the Chancellor for Community Colleges or Designee. Exceptions could be made for "distinguished" lecturers or to respond to marketplace problems. Regarding marketplace, a study will be made and a class action taken across the community college campuses.

STEP C:

1. Lecturers who have taught at least 150 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session). \*

OR

2. Exceptions on a case-by-case basis, as justified by the campus and approved by the Chancellor for Community Colleges or Designee. Exceptions could be made for "distinguished" lecturers or to respond to marketplace problems. Regarding marketplace, a study will be made and a class action taken across the community college campuses.

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\* NOTE:

- a) Lecturers with PhD (for vocational fields, other appropriate advanced degree or certificate), 25 additional credits will be allocated toward credit accumulation.
- b) Up to a maximum of 25 semester hour credits taught at accredited postsecondary institutions other than the University of Hawaii System will be allocated toward credit accumulation.
- c) Lecturers paid on a credit equivalency basis for on-instructional duties will receive credit toward step placement.