

UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
Lecturer Step Placement Update Form
(Submit this form to CC Homepage)

Name: _____
(Print/Type)

Social Security Number ____ - ____ - _____

UH-HCC Homepage: _____

Please add the following information to my lecturer step placement form.

- 1) Credits I have taught at campuses other than those within the UH Community College system. (Note: Appropriate documentation of courses taught must be attached to this form in order to receive credit. Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include: official memoranda from the Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. By itself, a document dated before the class begins is not adequate.
- 2) Advanced degree credit. (Note: official transcripts that verify the completion of all degree requirements must accompany this form. Transcripts should be sent directly from the granting institution to the Dean's or Chancellor's Office.

Period of Employment		Course Alpha	Course Number	Title	# of Sections	Creditable teaching experience – include all credits in UH System *		Non-UH System credits (25 cr. Limit) (Name Institution)		Ofc. Use
Year	Sem/ Qtr					Credits	Campus	Credits	Inst.	
* (Credits taught at UHM/UHH/UHWO/CCECS/ETC)					+			+		
					# of Credits			=	Total	

Creditable advanced degree (25 credits) is in my personnel file _____ was requested on _____
(date) w/ copy to CCHRO

Submit by July 15 for Fall semester update and by October 15 for Spring semester update. Step placement for Fall and spring semesters will be based on information on file by the deadlines specified above.

I certify that these credits were taught subsequent to my initial placement and are not duplicative of information previously provided to any other UH Community College campus.

Signature of Lecturer

Date

FOR OFFICE USE ONLY: Date of last update: _____ Total credits as of last update: _____
Non UH-CC credits approved as of last update: _____ Effective (Sem/Yr): _____
Credits approved this update: _____ Total cumulative credits: _____ Step placement: _____
Date of receipt or postmark of this update: _____ (Include in title)
Vice Chancellor 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.

* 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.