

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 2148 APRIL 1990

SUBJECT: Lecturers Step Placement

A. References:

1. Agreement Between the University of Hawaii Professional Assembly and the University of Hawaii, 1989-1993.

B. Background and Purpose: By collective bargaining agreement, the lecturer salary schedule was amended to include one generic lecturer class. The contract specified that the criteria to be used for the lecturer step assignment would be based on the policies in effect where the course was taught. The policies would be based on the individual's prior teaching experience, academic credentials or other equivalencies appropriate to the assignment.

C. Responsibilities:

1. Chancellor for community Colleges:

- a) Develops the policy and procedures for the step assignment of lecturers and approves of exceptions for the step placement of lecturers at steps B and C.
- b) Monitors lecturer appointments and compliance with policies and procedures, through designated staff.

2. Provosts:

- a) Develops internal policies and procedures to ensure that lecturer recruitment and step placement is fair and consistent.
- b) Ensures that lecturer step placement is coordinated within the campus and between the community colleges and the rest of the UH System.

D. Procedures:

1. General Procedures:

- a) Placement of lecturers shall be made in accordance with Exhibit 1.

The effective date of the movement from Step A to B and B to C shall be either the Fall or Spring Semester in accordance with the criteria (Exhibit 1).

- 1) Should the campus wish to place a lecturer on an exception basis, a

memo to the Chancellor must be submitted delineating the rationale and reasons. The lecturer will be placed in accordance with the normal placement procedures, pending a decision by the Chancellor regarding the exception request.

- 2) If an exception is granted for marketplace reasons, the lecturer placement will be evaluated at least once each academic year. Should the marketplace situation no longer exist, the lecturer will be placed in accordance with the normal placement criteria.
- b) Campuses will be responsible for maintaining records and documents relating to credits taught for each lecturer who has taught on their campus and inputting this information into the computerized tally system. (Exhibit 2)
- c) In some cases where the homebase campus does not have complete information on the number of credits taught by the lecturers, coordination between campuses will be required.
- d) If lecturers miss class sessions, the credits accumulated may be prorated for step placement purposes.
- e) If the homebase changes from one community college campus to another, coordination between campuses will be required.
- f) lecturers who are homebased on a CC campus are responsible for notifying the homebase campus if they have taught during the summer (on any UH campus) or with CCECS (UHM).

2. Initial Placement of Lecturers:

- a) Lecturers should be normally notified of their step placement by memo from the Dean via their Department/Division Chairs. The Dean's Office will provide the Chair with an original of the memo and two (2) copies of the memo: (1) original to be signed by the lecturer and returned to the Dean via the Chair; (2) a copy to be retained by the lecturer; and (3) a copy for the Chair. (Exhibit 3)
- b) Review of the Initial Step Placement.
 - 1) Should a lecturer disagree with the step placement and/or the number of credits accumulated, the lecturer may request a review by the appropriate Dean, within ten (10) calendar days from the receipt of the initial placement notification.

The request for review must be submitted using Exhibit 4 and should

be accompanied by appropriate documents such as the Personnel Notification Form 5B or a statement from a campus certifying the number of credits taught.

- 2) The Dean, Department/Division Chair, and the lecturer should meet as soon as possible to resolve any questions or concerns.
- 3) The Dean will render a decision regarding the final step placement within seven (7) calendar days of the meeting with the lecturer.
- 4) Any timetable may be extended upon mutual agreement between the Lecturer and the Dean.

3. Placement of Lecturers:

- a) Once the initial placement process has been completed, records on all credits taught should be updated on a semester basis.
- b) Should a lecturer move to Step B or C based on the accumulation of credits effective the Fall or Spring Semester, the lecturer should be notified of their new step placement (Sample Letter Exhibit 5).
- c) Should a lecturer be placed at Steps B or C on an exception basis, the lecturer should be notified of the conditions under which the placement occurred. (Sample Letters - Exhibits 6 and 7)

E. Revisions:

None

Joyce S. Tsunoda
Chancellor for Community Colleges

Attachments

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).¹

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).²
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. Lecturer who has taught at least 150 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session).³

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.

¹ Lecturers with PhD's (for vocational fields, other appropriate advanced degree or certificate), 25 additional credits will be allocated toward credit accumulation.

² 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.

³ Lecturers paid on a credit equivalency basis for non-instructional duties will receive credit toward step placement.

LECTURER CREDITS EARNED
COMMUNITY COLLEGE

Panel of _____

1. S.S.# _____ 2. Name _____ 3. Current Lecturer Step _____
 (Last) (First) (MI) (A, B, or C)

4. Address _____
 (Street) (City) (State) (Zip)

5. Telephone _____ 6. Sex _____ 7. Home Campus _____
 (Home) (Business) (M/F) HON, KAU, KDH, LEE, MAU, WIN, HCC, MAN, HIL, WOC

8. First Hired _____ 9. High Demand _____ 10. Exception _____ 11. Ph. D./or appropriate degree* _____
 Semester/Year (Y/N) (Y/N)

*For vocational areas

Year	Semester	Course Alpha	Course Number	Description (only for non-teaching Lecturer & Banking)	Number of Sections	Credits	Cumulative Total

Accepted as correct:

_____ Date: _____

(Lecturer's signature)

COMMUNITY COLLEGE

SAMPLE OF

1. S.S.# 122-33-444 2. Name BROSNAN, PIERCE 3. Current Lecturer Step A
 (Last) (First) (MI) (A, B, or C)

4. Address 2327 Dole Street Honolulu Hawaii 96822
 (Street) (City) (State) (Zip)

5. Telephone 555-1212 948-8592 6. Sex M 7. Home Campus KDH
 (Home) (Business) (M/F) HON, KAU, KDH, LEE, MAU, WIN, HCC, MAN, HIL, WOC

8. First Hired Fall/1982 9. High Demand N 10. Exception N 11. Ph. D./or appropriate degree* Ph.D.
 Semester/Year (Y/N) (Y/N)

*For vocational areas

Year	Semester	Course Alpha	Course Number	Description (only for non-teaching Lecturer & banking)	Number of Sections	Credits	Cumulative Total
1976	Fall	---	---	Ph.D. received	---	25	25
1989	Fall	Hist	151		1	3	28
"	"	"	"		2	3	31
"	"	"	"		3	3	34
"	"	"	152		1	3	237
"	"	---	---	Revised Curriculum	---	4	41

Accepted as Correct:

Date: _____

(lecturer's signature)
 CC FORM - LECT-01

Dear _____ :

Effective September 1, 1989, a new Lecturer Salary Placement System was developed as a result of the negotiated collective bargaining agreement. The new system establishes one generic category of Lecturer, with 3 placement Steps -- Step A, B, or C.

In order to implement the new system, a new criteria and procedure have been developed. (See Attached Criteria)

Based on the personnel documents in your file, we have determined the following:

Homebase: _____

Credits Accumulated as of Summer Session 1989: _____

Step Placement for Fall, 1989: _____

If you believe that the information reflected above is incorrect, you may ask for a review by completing the attached form and submitting it to my office within ten (10) calendar days of receipt of this notice. (See Attached Lecturer Review of Credit Hours Accumulated) Please submit copies of your documentation with the appeal form.

Your cooperation and understanding during this transitional period is very much appreciated.

Sincerely,

Dean

Attachments

cc: Provost
Department/Division Chair
CC Personnel Office

Received By:

Lecturer Signature

Date

LECTURER REVIEW OF CREDIT HOURS ACCUMULATED

1. Lecturer Name: _____ Date: _____

2. Homebase Campus: _____

3. Information Provided by Dean:
Step Placement: _____

Number of Credits taught: _____

I am requesting that the following changes be considered, such that my records updated as follows:
Request Step Placement: _____

Additional credits to be considered: _____ New Credit Total: _____

Reference Documents Attached: _____ Credits/Semesters
(e.g. SF-5B and/or UH Form 6)

1. _____ / _____

2. _____ / _____

3. _____ / _____

4. _____ / _____

5. _____ / _____

TOTAL: _____

(attached additional pages as necessary)

To be Completed by Dean

Date request for review received: _____

Decision of Dean: Placement Step _____ Effective: _____

No. of Credits Taught: _____ Semester / Year
(Fall/Spring)

Signature of Dean _____ Date _____

cc: Campus Personnel Office

Dear _____ :

As of Fall/Spring _____, our records indicate that you have accumulated _____ credits.
Effective Fall/Spring _____, your step placement will be moved to Step B/C.

Thank you for your dedicated and continued service to the University of Hawaii.

Sincerely,

Dean

cc: Department/Division Chair

Dear :

Based on your outstanding background and academic credentials, your placement on the Lecturer Schedule has been approved at Step _____.

Let me welcome you to our campus and I am sure that our students will greatly benefit from your presence on Campus!

Sincerely,

Dean

Dear :

Based on a marketplace need, your lecturer step placement has been approved by exception at Step _____.

Please be advised that should the marketplace need no longer exist, your step placement will then be adjusted in accordance with the normal placement criteria.

Your service to the University of Hawaii is appreciated.

Sincerely,

Dean