Subject: Redelegation of Authority to Provosts for Lecturer Personnel Actions for the Community Colleges

A. References:

1. Executive Policy E9.104, Authority to Act As the President's Designee in the Appointment of Lecturers and Cooperating Teachers and Counselors, August 1978.


5. BOR's Community College Classification and Compensation Policy, July 14, 1977.

6. Agreement Between the University of Hawaii Professional Assembly and the University of Hawaii.

7. Appendix A, Minimum Qualifications for Instructor II.


B. Background and Purpose: By Executive Policy E9.104 the President delegated authority to the Chancellor to appoint lecturers. Accordingly, to expedite personnel actions for appointment of lecturers, the Chancellor is redelegating the authority to Provosts for Ranges 1, 2, and 3 (including those not on the Lecturer Pool).

C. Responsibilities and Procedures:

1. Chancellor for Community Colleges:
   a. Spot-checks will be done on SF-5B's submitted for lecturer appointments.
   b. Upon review and recommendation of designated staff, approves (1) appointments of lecturers who have been placed in Ranges 4 and 5 on the UH System Lecturer Pool List; and (2) other proposed lecturer personnel actions which are exceptions to established policies and practices such as proposed
lecturer appointments beyond normal classification ranges or salaries, etc.

c. Through designated staff, monitors lecturer personnel actions, including appointments, compliance with policies, procedures, and this delegation.

d. Submit Notification of Personnel Action (SF-5B) to ac Personnel.

1. Ensure that fiscal officer signs line #58e of the SF-5B certifying fiscal compliance. (Exhibit 1)

2. Provost signs line #58b of the SF-5B certifying to campus priorities, to compliance with statutes, rules and regulations, delegations, policies, procedures, practices and processes. (Exhibit 1)

3. If lecturer being appointed is on the Lecturer Pool List, complete #59 by indicating "Lecturer Pool" or "LP."

4. Submit personnel action documents together with the Work Disclosure Form (CC/A&S Form 1, 5/86 Rev.) to CC Personnel Office. (Exhibit 3)

5. Complete and submit Immigration Form I-9 and Attachments, in alphabetical order. (Exhibit 5)

2. Provosts or Designee:

a. Lecturer Pool

1. Assure that the lecturer pool, recruitment, and selection process are organized and administered to provide timely appointments; accountability; qualified lecturer availability, as required; minimum qualifications are met; and timely salary payments made.

2. Submit names of potential lecturers to the Personnel Management Office via the Chancellor's Office for inclusion in the UH System Lecturer Pool List as specified in AP A9.560 Appointment of Lecturers and Cooperating Teachers/Counselors.

3. Determine range placement for lecturers according to Appendix A of Minimum Qualifications for Instructor II in the BOR Community College Classification and Compensation Policy, July 14, 1977. Where judgment among campuses differ on range placement, respective Provosts or designees will resolve their differences, and if necessary, consult with the Chancellor's staff.
b. Lecturer Appointments

1. Approve lecturer appointments (including those not on the pool) at Ranges 1, 2, and 3, assuring compliance with statutes, rules and regulations, policies, delegations, procedures, practices, and processes. The authority includes processing teaching load reductions for all lecturers, cancellations, and corrections to initial appointment documents for all ranges.

2. Justify and recommend personnel actions to the Chancellor for situations where proposed actions fall outside of established policies as cited in Section C.1.b. above.

3. In the appointment of a lecturer by two or more campuses, the campus which hires the lecturer first will be the home campus and will prepare the appointment documents, including the Notification of Personnel Action (SF-5B), showing the total assignments. However, if the total inter-campus teaching load is 8 or more credits, the college(s) responsible for the assignment at or beyond this limit will prepare and process either a "Correction" or a "Joint Appointment" SF-5B (Notification of Personnel Action) and other forms covering fringe benefits. (Exhibit 2)

4. Ensure that fiscal officer signs line #58e of the SF-5B certifying fiscal compliance. (Exhibit 2)

5. Sign line #60 of the SF-5B certifying to campus priorities, to compliance with statutes, rules and regulations, delegations, policies, procedures, practices, and processes. (Exhibit 2)

6. If lecturer being appointed is on the Lecturer Pool List, complete #59 by indicating "Lecturer Pool" or "LP."

7. Submit personnel action documents, together with the Work Disclosure Form (CC/A&S Form 1-5/86 Rev.), directly to CC Personnel Office. (Exhibit 3)

8. Submit to CC Personnel for distribution as indicated. (Exhibit 4)

9. Complete and submit Immigration Form I-9 and Attachments, in alphabetical order. (Exhibit 5)

10. For Summer Session Lecturers only: Personnel action documents should be submitted on a UH Form 6. In addition, a report should be completed for transmittal to the Board of Regents (within 30 days
after the beginning of each session), listing non-University personnel who teach Summer Session courses. The list must include the name of each lecturer, subject area(s), rank, and total credits taught. (Exhibit 6)

D. **Revisions**: CCCM 2146 (March 1987).

Joyce S. Tsunoda  
Chancellor for Community Colleges

Attachments (6)