

WORK SCHEDULE DISCLOSURE FORM

Last Name

First

1. **University Commitments:** List work commitments to be performed during the next six months.

Campus & Dept	Appointment Period	Appointment Title <i>(Instr, Lectr, etc.)</i>	Course Number/Title	If Instructional, <i>Cr/ContactDays/Times</i>	Contact Person <i>Name/Phone, if known</i>

2. **Applications Pending at the University of Hawaii:** List applications which are pending at other UH departments/campuses *(Example: Lecturer Appointment Pending)*

Campus	Department/Division	Contact Person <i>(Name/Phone, if known)</i>

3. Outside (Non-University) Work Commitments and Schedule

a) Briefly describe present employment and geographical location.
b) Describe present weekly work schedule <i>(days and times)</i> .

Notes:

- 1) Failure to provide us complete information may result in an inaccurate paycheck or a delay in payment.
- 2) University of Hawaii Administrative procedures A9.560, **Appointment of Lecturers and Cooperating Teachings/Counselors** states that, "...lecturers should not (emphasis added) be appointed for more than the equivalent of 15 semester hours in the Community Colleges or 12 semester hours at Manoa, Hilo, and West Oahu. Appropriate equivalencies should be developed for those who may lecture at the Community Colleges and Manoa, Hilo or West Oahu at the same time.

Lecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than six-credit hours per semester or nine-credit hours during the academic year (the same limits as for full-time University faculty members)."
- 3) It is the responsibility of the lecturer to provide complete employment information to the homebase campus to ensure that the lectureship appointment conforms to established rules, regulations and procedures.