

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

Name: _____
(Print/Type)

Social Security Number ____ - ____ - _____

UH-CC 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 March 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: _____

LECTURER STEP PLACEMENT GUIDELINES

These guidelines apply when counting credits for lecturers who have taught at accredited institutions for purposes of Lecturer Step Placement. All credits must be in the field or discipline to which the lecturer is being hired to teach.

Step placement shall be determined as follows:

1 - 74 credits	Step A
75 - 149 credits	Step B
150 + credits	Step C

<u>Experience</u>	<u>Credit</u>
1. Teaching at unaccredited institutions	No credit
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 international 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 credits per semester (or % of 15 credits per semester). Converted as above.
7. Non-teaching activities	No credit (except that curriculum development activities are creditable if paid on a credit basis on the official personnel action form)
8. Elementary school teaching	No credit
9. High school teaching	No credit unless hired to teach Developmental Courses (1 year = 25 credits)

- | | |
|---|--------------------|
| 10. Teaching Assistant/Graduate Assistant
(must have full instructional responsibilities*) | Credits taught |
| 11. Volunteer/Adjunct faculty | No credit |
| 12. Non-credit teaching | No credit |
| 13. Ph.D. in subject area of teaching | 25 credits |
| 14. Credits taught outside the UH System | 25 credits maximum |

Exceptions on a case-by-case basis can be made for "distinguished" lecturers or to respond to marketplace problems. Such exceptions require approval by the Chancellor.

Step advancement for lecturers will be processed in the Fall and Spring semesters. The deadlines for lecturers to apply are October 15 for step advancement in the Spring semester and March 15 for step advancement in the Fall semester. Credits being taught at the time of application will be counted toward the application filed by the respective step advancement deadline. Credits taught in the summer will be included in the October 15 application and will be applied to the subsequent Spring semester advancement.

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



John Morton
Vice President for Community Colleges

5/11/16

Date