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Introduction

Lecturers are temporary, part-time employees who are compensated based on the number of Teaching Equivalencies (TEs) assigned to them. (Refer to AP 9.560)

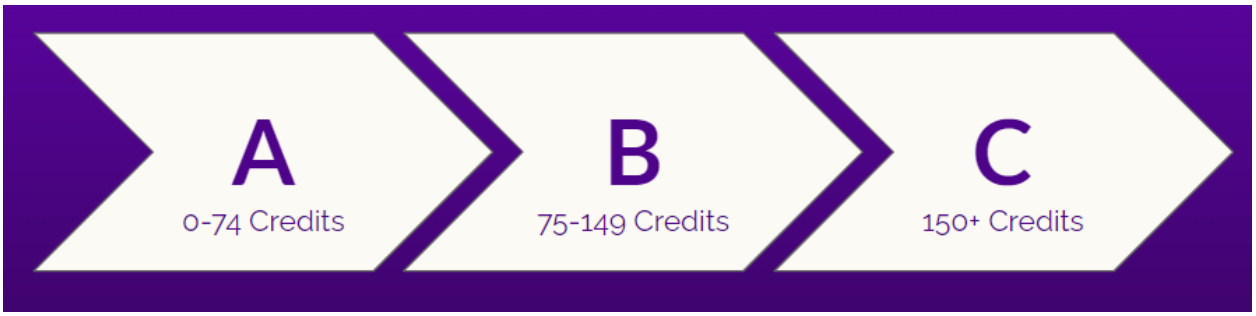
- Lecturers should not be hired to teach a full instructional load equivalent of regular faculty (15 credits/TEs).
- Lecturers who are appointed after the start of classes and who do not teach the full course(s) shall receive a pro-rata share of the lecturer compensation.
- Lecturers are not eligible for tenure regardless of assigned workload or duration of appointments.
- Any period of appointment as a lecturer will not be counted as probationary service should a lecturer subsequently be appointed to a regular faculty position.
- Lecturers are in the pool if they have worked as a lecturer in the last three years or six semesters at KapCC.
- Lecturers should receive an initial step placement letter upon first appointment and an offer letter for every semester (i.e., Fall, Spring, and Summer).

Minimum Qualifications

The Office of the Vice President for Community Colleges (OVPCC) has a set of uniform requirements for all areas of study. Generally speaking, the minimum requirement is a Master's Degree in the appropriate or related field. Alternative eligibility is available for many fields, which take into account related work experience as well as rating, license, and certificate of achievement. Minimum Qualifications Guidelines can be found here:
uhcc.hawaii.edu/ovpcc/administrative/hr/faculty/mq_guide

Initial Step Placement

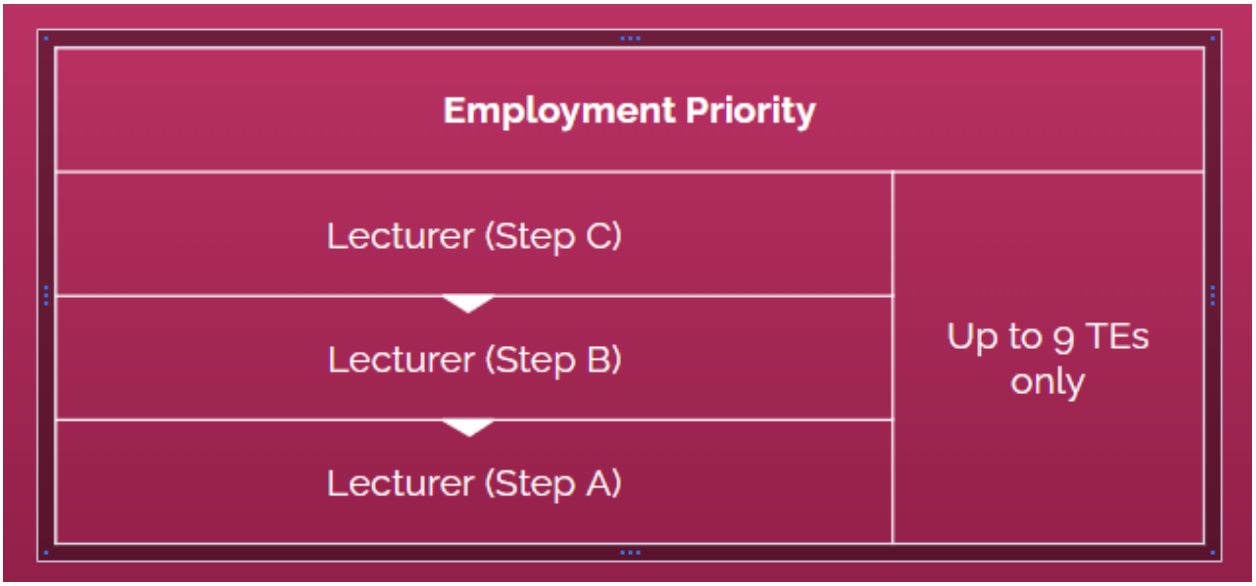
Lecturer step placement is the rate at which a lecturer is paid, per credit or teaching equivalency (TE) and is determined, primarily, by the total number of credits that they have taught as follows:



Step Placement Guidelines can be found here:
www.kapiolani.hawaii.edu/wp-content/uploads/Lecturer-Step-Placement-Guidelines.pdf

Employment Priority

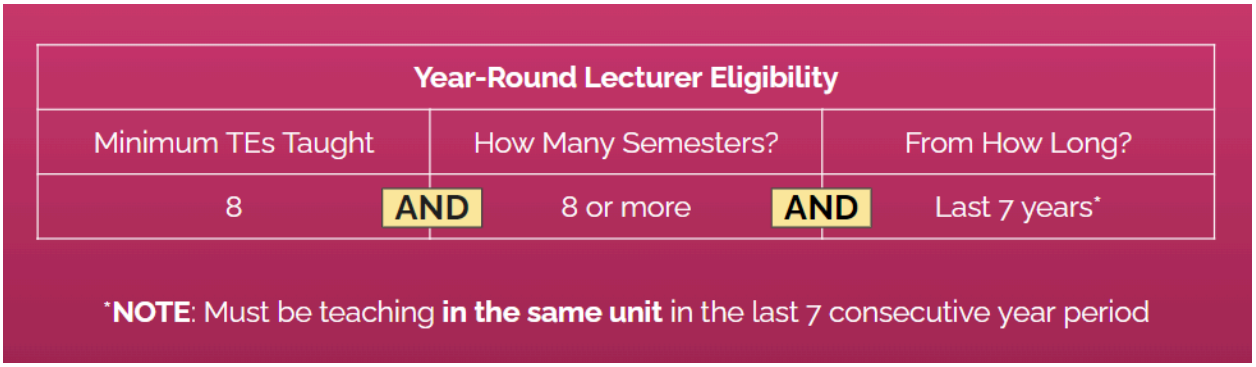
“The Employer reserves the right to exercise its judgment in hiring the best qualified applicant for a lectureship; however, where applicants have comparable qualifications, first priority shall be given to Lecturers at level “C” on the fee schedule and second priority shall be given to Lecturers at level “B” of the fee schedule. This priority shall apply only at the institution where the lecturer is home based and only for a total of nine (9) credit hours, if available. Classes assigned to a priority lecturer which are cancelled may be replaced at the option of the Employer.” (Refer to Article XXI, Salaries of BU7 CBA)



Year-Round Lecturer Eligibility

"Upon request of the University of Hawaii Professional Assembly, the University Administration, through the official custodian of records on each campus, shall provide a report that identifies which Lecturers have been hired by a unit, defined as the Department, Division, or other level at which the hiring decision is made, to teach a sufficient number of credit hours to be in the bargaining unit for a minimum of eight (8) semesters in the last seven (7) consecutive years. Credit hours taught as a Lecturer and regular Faculty Member shall be considered for this determination. If there are courses to be taught in the unit, such Lecturers shall be offered a one (1), two (2), or three-year (3-year) contract based on seniority, which is to be determined by the number of qualifying semesters as described above. Subject to availability, such Lecturers are to be offered contracts which provide them with the minimum number of credit hours to place them in the bargaining unit.

The Employer is not obligated to provide contracts to Lecturers where it is determined that they have performed poorly." (Refer to R-19, Memorandum on Understanding of Lecturer Status of BU 07 CBA)



Appointment Period

Semester	Appointment Period
Fall Semester	8/XX/20XX (first day of instruction) through Fall Semester *For payroll purposes, the appointment will begin 9/1 and end 1/15*
Spring Semester	1/XX/20XX (first day of instruction) through Spring semester *For payroll purposes, the appointment will begin 1/16 and end 5/31*
Summer Semester I	5/XX/20XX (first day of instruction) to 6/XX/20XX (last day of instruction)
Summer Semester II	7/XX/20XX (first day of instruction) to 8/XX/20XX (last day of instruction)
Year-Round Lecturer	Continuing (Academic Year to Academic Year) - 9/1 to 8/31 Reappointed/New (starting from Fall): 8/XX/20XX (first day of instruction) to 8/31/20XX Reappointed/New (starting from Spring): 1/XX/20XX (first day of instruction) to 8/31/20XX Note: YR Lecturers are placed on LWOP from 6/1/20XX to 8/30/20XX (see information below)

Year-Round Lecturer's Leave Without Pay (LWOP)

L-1 Form submitted to EUTF by Human Resources Department

- Year-Round Lecturer's appointment is from 9/1 to 8/31 and is put on LWOP from 6/1 to 8/31.
- Year-Round Lecturers have two (2) options during the LWOP period:
    - Voluntarily cancel health benefits due to LWOP by updating via the EUTF's Member Self-Service Portal; OR

Continue enrollment during the period 6/1/20XX to 8/31/20XX by paying the premiums, by the 1st of each month, directly to EUTF.

Benefits Eligibility

Workload	Eligibility
Teaching less than 8 TEs	Eligible for ● State Part-time, Casual & Seasonal (PTS) Deferred Compensation ● Part-Time & Temporary Medical and Prescription Drug Plan ● Tax Deferred Annuity (403(b)) ● College Savings Program (HI 529) ● Workers' Compensation ● Temporary Disability Insurance (except GAs) ● Employee Assistance Program
Teaching 8 or more TEs	Eligible for ● Health Benefits (Medical, Dental, Vision, Life Insurance) ● ERS Contributions, ERS Service Credit ● Tax Deferred Annuity (403(b)) ● Deferred Compensation Plan (457 plan) also known as "Island Savings Plan" (I$P) ● Flexible Spending Account ● Tuition Waiver ● College Savings Program (HI 529) ● Workers' Compensation ● Temporary Disability Insurance ● Employee Assistance Program

Lecturer Fee Schedule

Effective Date	Step A	Step B	Step C
Start of Fall 2021 Semester	$1,671	$2,009	$2,345
Start of Fall 2022 Semester	$1,733	$2,084	$2,432
Start of Fall 2023 Semester	$1,820	$2,188	$2,554
Start of Fall 2024 Semester	$1,911	$2,297	$2,682
Start of Fall 2025 Semester	$1,978	$2,377	$2,776
Start of Fall 2026 Semester	$2,053	$2,566	$2,881
Start of Fall 2027 Semester	$2,135	$2,566	$2,996
Start of Fall 2028 Semester	$2,220	$2,669	$3,116

Note: Rate is per Teaching Equivalencies (TEs). (Refer to Article XXI, Salaries of BU7 CBA)

Compensation

Per AP 9.560, Lecturers appointed to teach courses in regular academic programs will have their pay spread over 4.5 months (9 pay periods) for each full semester of service.

Pay Period:

- Fall: September 1 to January 15
- Spring: January 16 to May 31

Lecturer compensation is based on Step Placement and Teaching Equivalency (TE), which can be calculated as follows:

Monthly Salary = (TE x Step Rate)/4.5 months	Example:
	• Lecturer John Doe is teaching 9 TEs at Step B ($2,188 per TE)
	  ○ Total semester fee: $19,692 (9 TEs x $2,188 per TE)
	  ○ Monthly Salary: (9 x $2,188) / 4.5 = $4,376 per month
	  ○ Pay Period Salary: (9 x $2,188) / 9 = $2,188 per pay period

Pay Period Salary = (TE x Step Rate)/9 pay periods	
Step Rate is determined by the Bargaining Unit 07 contract	

For Example: Pay Dates (Spring 2024)

Appointment Period: 1/16/2024 - 5/31/2024	
Pay Period	**Pay Date**
1/16/2024 - 1/31/2024	2/5/2024
2/1/2024 - 2/15/2024	2/20/2024
2/16/2024 - 2/29/2024	3/5/2024
3/1/2024 - 3/15/2024	3/20/2024
3/16/2024 - 3/31/2024	4/5/2024
4/1/2024 - 4/15/2024	4/19/2024
4/16/2024 - 4/30/2024	5/3/2024
5/1/2024 - 5/15/2024	5/20/2024
5/16/2024 - 5/31/2024	6/5/2024

Hiring Paperwork

[Note: Refer to the Lecturer Hire Document Checklist for links: https://www.kapiolani.hawaii.edu/wp-content/uploads/Lecturer-Hire-Checklist.pdf]

Establish Employee UH Username

- Various online services, such as Google email, can be accessed through a UH username
- Former UH students will have the same username and ID number when they become employees
- Those who have not been in any type of UH affiliation will need to generate a UH username by clicking the "Get a UH Username" button

Multi-Factor Authentication (MFA)

- Set up an authentication method for UH login
- Precautionary measures meant to strengthen the security of the UH System and system access

Personnel Record Card

- Provides information to HR in order to set up the UH ID, email account, and payroll placement
- Serves to update information on file for returning employees
- Emergency contact information is very important.

Valid Tuberculosis Clearance Certification

- States that the employee is free of communicable TB at the time of appointment
- Can be issued by the state or from a health care provider within twelve (12) months prior to the start of employment or volunteer service. (Refer to AP 9.520)

ERS-209

- Form only for retirees who have received allowance from ERS
- To ensure that the position is excluded from ERS membership

UH Form 107

- States that the employee is currently/has been/is not enrolled in ERS membership

UH Form 109 (ERS Acknowledgment)

- Serves as an acknowledgment that ERS contributions are not to be distributed prior to an employee's retirement
- Needed to get ERS confirmation before the appointment

UH Form 22 (Work Schedule Disclosure Form)

- Form to coordinate scheduling between appointments/work obligations
- Required for Lecturer Hires

UH Form 27 (EEO Background Form)

- Self-identification form for the purpose of compliance with federal and state civil rights laws
- Completion of this form is voluntary but recommended

Invitation to Self-Identify Veteran Status and/or Disability

- Employees may voluntarily complete this survey to self-identify their disability and/or veteran status
- Information is used for confidential federal reporting purposes

Photocopy of Social Security Card

- Used for payroll and identity verification purposes in the hiring process
- Required to verify compliance with IRS regulations

Form I-9

- Form used to verify the identity and employment authorization of individuals hired for employment in the United States
- Original signature required
- See page 2 of the Form I-9 for lists of Acceptable Documents for Verification
- The Department POC will schedule time to meet with the selected candidate to sign I-9 and complete their Lecturer Hire Document Checklist paperwork

When Completing the I-9 Form:

- Original documents are needed for the I-9 form (see page 2 of the I-9 form)
- Section 1 of I-9 must be completed and signed no later than their first day of appointment
- Employer must complete Section 2 of I-9 within 3 business days of appointment

ERS-1 (ERS Enrollment Form)

- Part 1 to be completed by benefits-eligible employees to enroll as members of the Employees' Retirement System (ERS)
- Benefits-eligible employees continuing to teach from Fall to Spring would not need to complete and resubmit this form

ERS Form 1-A (Beneficiary Designation)

- Form to be completed by benefits-eligible employees to designate their beneficiary or beneficiaries for certain benefits payable by the ERS if employees pass away before they retire
- Original signature and notary required

EC-1 (Health Benefits Enrollment Form)

- Form to be completed by benefits-eligible employees to elect specific health plans and to cover their eligible dependents.
- Submission deadline is 45 days from the effective date of hire (9/1 or 1/16).
- Required documentation for dependents can be viewed on the EUTF Website
- EUTF Invitation Letter to Self-Enroll
- Letter sent to new hires or newly-eligible employees to register and self-enroll for health coverage via the EUTF Member Self-Service Portal

Life Insurance Beneficiary Form

- Form to be completed by benefits-eligible employees
- Used to designate their beneficiary or beneficiaries who will be receiving the Life Insurance benefit in case they pass away while they are active employees of the State of Hawaii
- The EUTF Group Term Life Insurance is administered by Securian Financial

Form SSA-1945

- (Job Not Covered by Social Security)
- Form must be reviewed and signed by employees who are NOT benefits-eligible
- Acknowledgment that the Lecturer does not contribute to Social Security benefits

PTS Deferred Compensation Retirement Plan Enrollment Form

- Enrollment in a deferred compensation retirement plan is offered to part-time, temporary, and casual employees
- Original signature required

UH Form 88 (Disclosure of the Employment of Relatives)

- Required even in the event that no relatives are employed at KapCC
- If no relatives are employed at KapCC, write N/A and sign

Graduate Assistant as Lecturer

- Graduate Assistants' (teaching) appointment must be approved by the Graduate Division (via GA Workload Approval) before an offer is made.

Lecturers with Outside Employment

University of Hawaii Administrative procedures A9.560, Appointment of Lecturers and Cooperating Teachings/Counselors states that:

1. "…lecturers should not 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 Community Colleges and Manoa, Hilo, or West Oahu at the same time.
2. Lecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than six-credit hours (6 TEs) per semester or nine-credit hours (9 TEs) during the academic year (the same limits as for full-time University faculty members)."

Lecturers should complete a Form 22 - Work Schedule Disclosure Form for each appointment to identify any employment or appointment within and outside of UH.

Retiree Lecturer

After December 31, 2010, an ERS "retirant" (retiree) may not be re-employed in a State or county position which is excluded from ERS membership without suspension of the retirant's benefits unless:

1. the ERS retirant has taken a six (6) consecutive calendar month break from State, County or the Research Corporation of the University of Hawai'i (RCUH) employment and
2. there was no agreement made prior to the retirant's retirement for the return to work by the retirant.

Positions that are excluded from ERS membership include:

- Short-term or temporary appointments of three months (90 days) or less,
- Less than 50% FTE (full-time equivalent),
- Other positions described in section 6-21-14, Hawaii Administrative Rules, or
- Positions excluded by the ERS Board of Trustees pursuant to Hawaii Revised Statutes ("HRS") section 88-43 or that are specifically described in other sections of HRS chapter 88 (such as HRS section 88-54.2) or in other parts of the HRS (such as HRS section 201B-2).

Important Note:

- Retirees should be scheduled for less than 0.5 FTE or less than 8TEs within the UH System so that their pension may continue without interruption
- The ERS-209 form is required to be completed.

Onboarding Process

Once the PNF or Form 6 has been approved, a Welcome Email will be sent to the employee. It includes an appointment period and items to be completed within 5 days of the start date of the appointment.

[Note: Refer to the Lecturer Hire Document Checklist for links: www.kapiolani.hawaii.edu/wp-content/uploads/Lecturer-Hire-Checklist.pdf]

Establish Employee UH Username

- Various online services, such as Google email, can be accessed through a UH username
- Former UH students will have the same username and ID number when they become employees
- Those who have not been in any type of UH affiliation will need to generate a UH username by clicking the "Get a UH Username" button

Multi-Factor Authentication (MFA)

- Set up an authentication method for UH login
- Precautionary measures meant to strengthenthe security of the UH System and system access

UH Form 92 (General Confidentiality Notice)

- Acknowledgment to maintain a standard of confidentiality when handling restricted, sensitive, and regulated information

Part-Time and Temporary Medical and Prescription Drug Plan Acknowledgement Form

- Online acknowledgment via ACER shall be completed by employees who are NOT benefits-eligible
- Acknowledgment that a medical and prescription plan was offered to part-time and temporary employees

Conflict of Interest Disclosure (COI) Form

- Disclosure of any potential conflicts of interest that an employee may face in their position

Hawaii Information Portal (HIP)

Direct Deposit

- Input account information for paycheck distribution
- Takes 1-2 pay periods to process any additions and/or changes

Tax Withholding

- Input personal (and dependent) information for federal and state tax withholding

Beneficiary Designation

- Statement of beneficiary for compensation purposes in the event of the employee's death or incapacitation

Information Security Awareness Training (ISAT)

- Required training on managing protected data for all UH employees
- Brings awareness to and reduces the risk of inadvertent exposures or inappropriate disclosures of protected data under the University's stewardship.

State of Hawaii Ethics Training

- Required training reviewing the standards of ethical conduct that all State of Hawaii employees must follow
- Must be completed every 4 years
- Please submit the Certificate of Completion to the HR Office

Title IX Training

- Required training to prepare staff and faculty on maintaining a workplace culture resistant to discrimination, harassment, and retaliation
- To be completed every 2 years
- Please submit the Certificate of Completion to the HR office

UH Faculty & Staff Directory (Optional)

- Form to add lecturer's information to the UH Directory

KapCC Employee ID Card (Optional)

- Please allow 2-3 business days before picking up ID.

Employee Parking (Optional)

- This form allows employees to request a parking permit.
- Parking permits are required if parking on campus.

Voluntary Programs

- 457(b) Deferred Compensation Plan (Island Savings Plan or I$P):
    - Limited to benefits-eligible employees
    - A retirement savings plan
    - Contributions are pre-tax
    - Employee to complete and submit the enrollment form directly to the Plan Administrator, Empower
- Flexible Spending Account (Island Flex):

    - Limited to benefits-eligible employees
    - Provides employees with a way to pay for their eligible health care expenses and dependent care expenses with tax-free money.
    - Employee to complete and submit the enrollment form directly to the Plan Administrator, National Benefit Services (NBS)

- 403(b) Tax Sheltered Annuity Program:
    - A retirement savings plan
    - Allows employees to contribute a portion of their compensation on a pre-tax and/or post-tax (Roth) basis. (Can only do both if benefits eligible)
    - Employee to complete and submit the enrollment form directly to the Plan Administrator, National Benefit Services (NBS)

- HI529 (Hawaii College Savings Program):
    - Assists families in saving for college
    - Contributions are post-tax
    - To enroll, open an account at www.hi529.com
    - Administered by the State of HI Dept of Budget & Finance

Lecturer Evaluation Procedures

Lecturer Self-Assessment Schedule

Lecturers at Step A	Submit a self-assessment once each year
Lecturers at Step B	Submit a self-assessment once every two years
Lecturers at Step C	Submit a self-assessment once every four years

Self Assessment Requirements

The lecturer self-assessment must include

- ☐ one peer evaluation,
- ☐ student evaluation results for all classes taught, and
- ☐ a self-analysis that includes the following:
    - ☐ A teaching philosophy that will serve as the foundation of the self-assessment throughout the document.
    - ☐ Instructional strategies and his/her effectiveness in the class;
    - ☐ A discussion on your role in producing student learning outcomes, citing changes in your pedagogy/methodology to improve learning around those outcomes.
    - ☐ Assessment of CES (Course Evaluation System) student course evaluations on comparisons such as: course to course, semester to semester, factor to factor, as well as in comparison to college and departmental results;
    - ☐ Assessment of the peer evaluation and any planned actions as a result of the comments received. Peer evaluation schedule according to the step level is
        - ☐ Lecturers at Step A shall be peer-evaluated once each year;
        - ☐ Lecturers at Step B shall be peer-evaluated once every two years; and
        - ☐ Lecturers at Step C shall be peer-evaluated once every four years.
        - ☐ The frequency of teaching evaluations for lecturers at Steps B and C may be reduced if the lecturer has a demonstrated track record of teaching proficiency, or required at more frequent intervals if there are concerns with the lecturer's performance. Evidence of progress on any suggestions or plans of action developed in consultation with the department chair.

Submission Procedures

- Submission Date: **April 1**
    - The lecturer shall submit the self-assessment to the department chair.

    - Submittal of the self-assessment by the due date is a condition for rehire in subsequent semesters.
    - Lecturers who have taught in the fall semester but who do not have spring assignments are responsible for submitting a self-assessment document by the submission deadline.
    - Step-A lecturers who have only started to teach in the spring semester are expected to submit a modified (e.g., limited to a peer evaluation and mid-semester classroom assessment technique) assessment of their teaching.
- Decision Date: **April 30**
    - The department chair will provide feedback to the lecturer, including strengths and weaknesses, and make a recommendation on hire/rehire to the program administrator.
    - In situations where a lecturer is employed by more than one community college, the department chair may consult with colleagues on the other campus(es) on the lecturer's evaluation.

Note: Refer to K9.104 Lecturer Evaluation Procedures for more information
https://www.kapiolani.hawaii.edu/wp-content/uploads/K9.104-Lecturer-Evaluation-Procedure-2020.pdf

Lecturer Step Placement Update

Upon crossing the corresponding credit threshold, lecturers will be responsible for submitting their Lecturer Step Placement Update Form with the appropriate forms and supporting documentation. Lecturer step placement updates are NOT automatic.

- Step C: 150+ Credits
- Step B: 75-149 Credits
- Step A: 0-74 Credits

Note: For creditable advanced degrees, you may receive 25 credits. Official transcripts must be on file or sent directly to the Kapiolani Community College Human Resources Department for review.

The Lecturer Step Placement Update Form and supporting documents should be submitted to the Dean's Office by the following dates:

- March 15 for the subsequent FALL semester update
- October 15 for the subsequent SPRING semester update

Note: In-process credits will be counted for an application filed by the step advancement deadline. Official documentation (Memoranda from a Dean or other academic official, 5B's, PNF's, Form 6, or any other documentation that verifies the required information) of courses taught must be attached to the form in order to receive credits.

The lecturer must verify the following:

- Year
- Semester
- Course Alpha
- Course Number
- Course Title
- Credits
- Number of Sections

Lecturer Step Placement Update Form:

www.kapiolani.hawaii.edu/wp-content/uploads/Lecturer-Step-Placement-Update.pdf

University of Hawai‘i Community Colleges
For Lecturers Homebased at Kapi‘olani Community College
Lecturer Step Placement Update Form

UH ID:_____ Name: _____

Please add the following information to my lecturer step placement record:

1. Credits I have taught at campuses other than those within the UH Community College system: **NOTE: Official 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 a 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 should be sent directly from the granting institution to the Dean'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/CCES/Etc) _____ # of Credits + _____ + _____ = _____ Total

Creditable advanced degree (25 cr) ☐ is in my personnel file ☐ was requested on _____ (date)

Submit by October 15 for Spring semester update and by March 15 for Fall. Step placement updates will be based on information submitted by these deadlines.

Offboarding

Resignation Letter

Submit resignation letter to the Department Chair. (Dean acknowledges that resignation was received and accepted with signature and date)

HIP Temporary Access

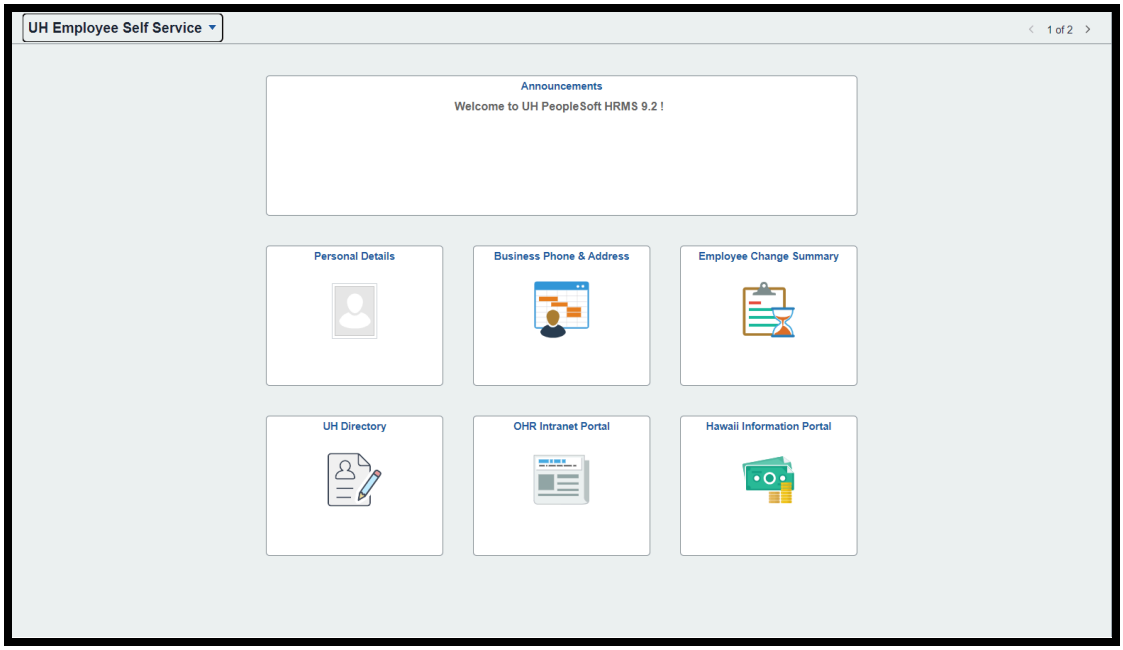
The employee may request access to HIP for up to 120 days after termination. This temporary access allows the employee to view pay statements and other HIP information.

Offboarding Action	Type of Lecturer	Procedure
Health Benefits	Semester	• Fall: Health benefits coverage ends 1/15 COB
		• Spring: Health benefits coverage ends 5/31 COB
	Year-Round	• L-1 Form submitted to EUTF

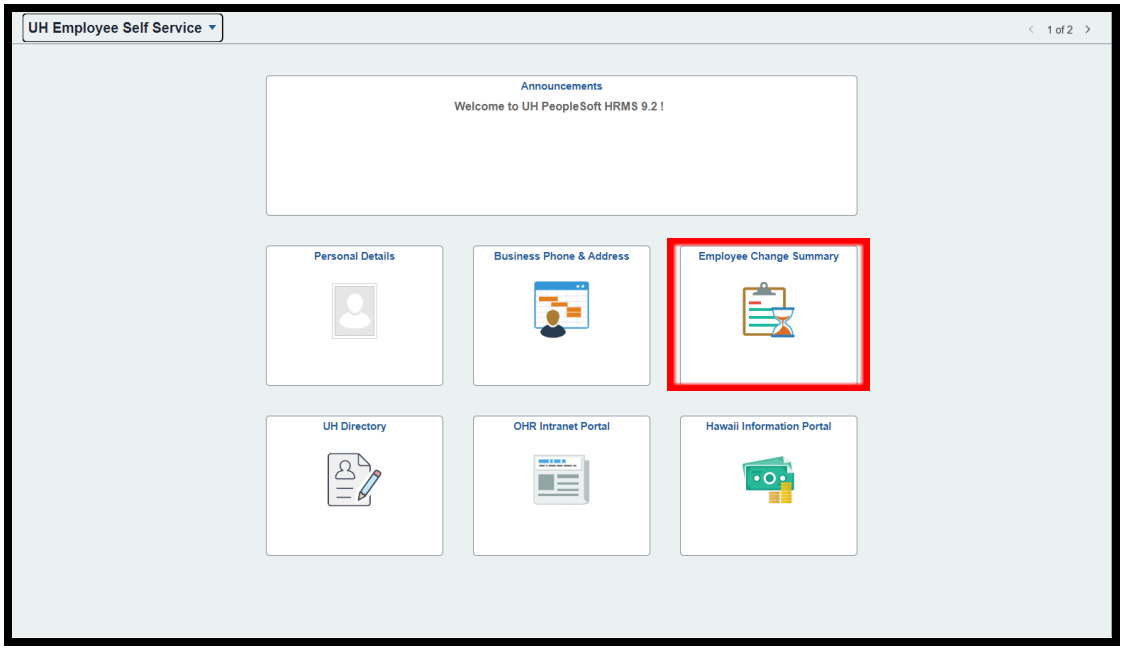
NOTE: The employee may request access to HIP for up to 120 days after termination date.

Downloading PNF and Form 6

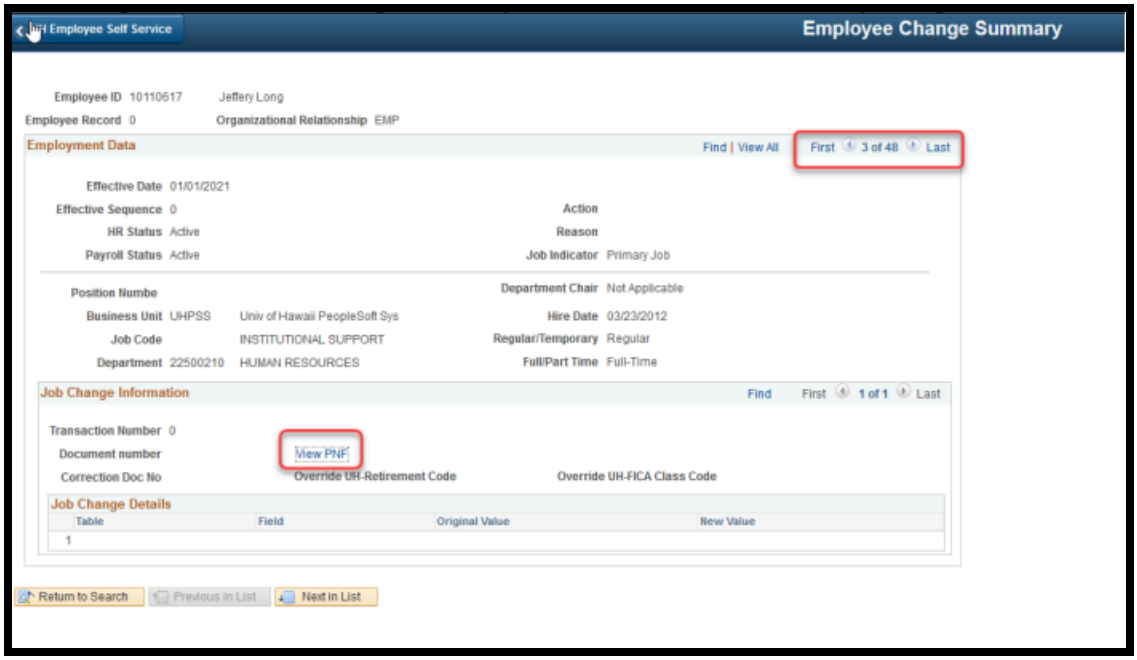
1. First, log in to PeopleSoft (ps.hawaii.edu), UH Employee Self Service



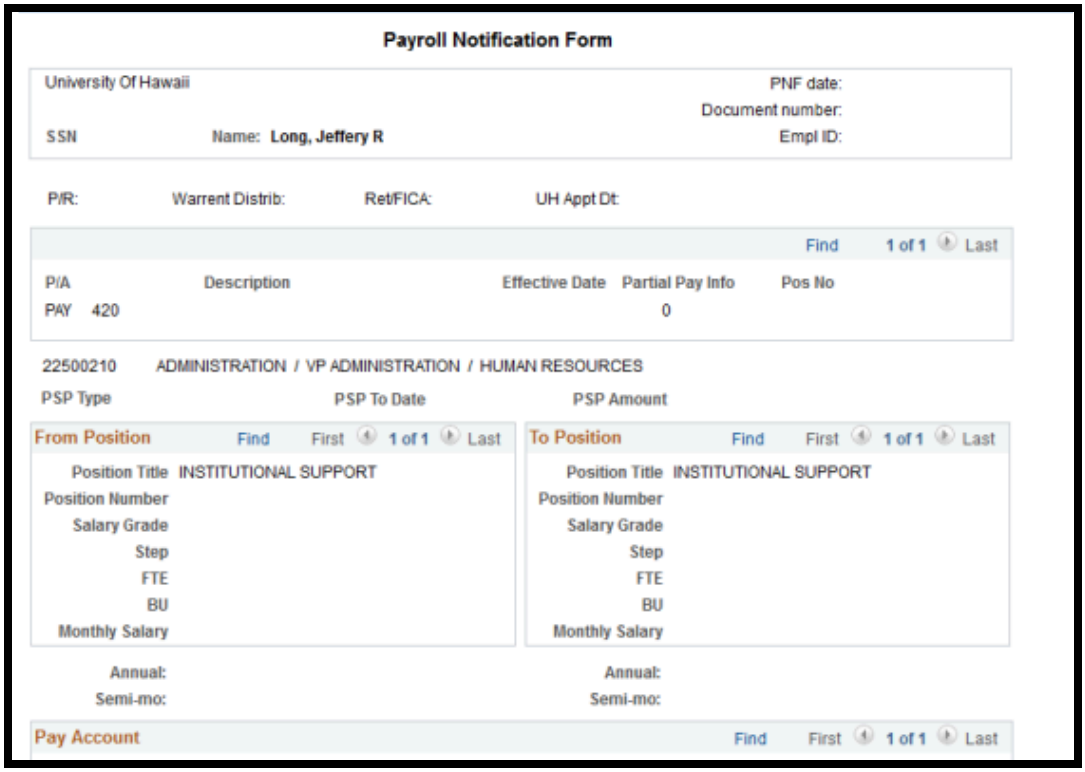
2. Select Employee Change Summary



3. You will then be directed to this page, to view & access the PNF. Click “View PNF.”



4. You will then have this view of your PNF.



*To print: Highlight the entire page and then press Ctrl+P (PC) or Command+P (Mac) to print PNF

FAQ's

When can a lecturer expect to receive the first paycheck?

- Paychecks are generally issued 2 weeks after the start of the appointment period, although it may take longer depending on the situation.

What are the paydays?

- Paydays are on the 5th and 20th of every month. If the payday falls on a weekend or holiday, paychecks will be issued on the working day prior to the 5th or 20th.

How does a lecturer set up direct deposit for the salary?

- Direct deposit can be set up on the Hawaii Information Portal. It is recommended to set up direct deposit within the first 5 business days from the effective date of hire.
- Direct deposit takes about 1-2 pay periods (2-3 weeks) to process before paychecks go to direct deposit. During this waiting period, physical paychecks can be picked up from the hiring department.

Where can a lecturer find their pay statements?

- Pay statements can be found on the Hawaii Information Portal.
- The employee will only have access to HIP during their appointment. Please download all your pay statements before the appointment period ends.

Why is the lecturer not able to log into UH Systems such a Google email?

- The effective date of their appointment may not have started.
- If their hiring paperwork is submitted late, the hire transaction may not be fully executed. The employee will receive the Welcome email upon approval.