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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

Experience	Credit
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.

5/11/16

John Morton — Date
Vice President for Community Colleges