

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.

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 Credits approved as of last update: _____ Credits approved this update: _____
Total cumulative credits: _____ Step Placement: _____ Effective (Sem/Yr): _____

Signature of Dean Date

Name Revised 5/14/20

