Division of
Department of

UNIVERSITY of HAWAIʻI®
KAPIʻOLANI
COMMUNITY COLLEGE

MEMORANDUM

Date:

To: , Vice Chancellor for Academic Affairs

Via: , Dean of

From: , Department of

Subject: Approval to Hire Lecturer by Exception for <Year>

This is to formally request approval, to appoint lecturer, to the following additional class(es), which will necessitate an exception to meeting the approved minimum qualifications.

Total included the following request (TEs). *please list all courses that will be taught*

Course	CRN	Account #	TE/CR	Step Rate	Amount	Start Date	End Date

Justification:

☐ Does not meet the MQs but has compensating qualifications. Specify:

☐ An ad for lecturers in this discipline is currently posted. If not, the last ad was posted on:

☐ Other. Specify:

The Department tried to locate all individuals on the Lecturer Pool who were not already fully committed and qualified regarding this assignment. None are available.

Approve: _____ _____
Vice Chancellor for Academic Affairs Date

Note: Any discipline for which lecturers were not recruited for the term specified will be advertised for the next lecturer ad following an Exception. An approval for an exception is **required for each semester/summer session**. Lecturers who do not meet the minimum qualifications are not placed on the campus or department Lecturer Pool. Lecturers hired by exception must meet the minimum qualifications in three years and upon meeting the MQs should notify the department chair and provide the appropriate documents (transcripts, etc.)

c: Lecturer