



UNIVERSITY of HAWAI'I®
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

Date:

To: _____, Vice Chancellor for Academic Affairs

VIA: _____, Dean of

From: _____, Department Chair of

Subject: Approval to Appoint Lecturer to Teach _____ Teaching Equivalencies (TE) * for
This is to formally request approval, to appoint lecturer, _____ to the following
additional class(es), which will necessitate an appointment of _____ TEs (*total TE Load*).
Total included the following request (_____ TEs). *Please list additional courses ≥ 15 TEs taught*

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

Justification:

A recruitment for Lecturers was conducted.

There are no other qualified Lecturers available.

Future actions to be taken to avoid appointments ≥ 15 TEs: Department will continue to recruit qualified lecturers.

Requestor:

Department Chair Signature

Date

Vice Chancellor for Academic Affairs Signature

Date