

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

RECRUITMENT, SELECTION AND APPOINTMENTS

Page 1

A9.560 APPOINTMENT OF LECTURERS AND COOPERATING
TEACHERS/COUNSELORS

1. Purpose. To promulgate procedures for appointing lecturers, cooperating teachers and counselors in accordance with Section 304-11 HRS, Faculty.
2. Applicability/Responsibility. This instruction applies to the categories of personnel identified above. It does not apply to non-credit Lecturers hired under the Administrative Procedure A9.480, Casual appointments and to overload lecturers. Appointment of the above categories of personnel shall be in accordance with the guidelines attached hereto (Cooperating Teachers and Counselors, Attachment 1; Lecturer, Attachment 2).
3. Authority. The Board of Regents has delegated to the President of the University or his designee appointment authority for Lecturers and for Cooperating Teachers and Counselors. The President, by executive Policy E9.104 has designated Chancellors to act as his designee to make such appointments. The President has authorized Chancellors to redelegate the appointment of Lecturers below the equivalent of rank four. Also, the President has authorized Chancellors to redelegate the appointment of cooperating teachers and counselors to appropriate college deans.
4. General Guidelines.
 - a. Recruitment:
 1. Cooperating Teachers and Counselors. Public advertising for these personnel is not required. Such personnel are normally hired to perform service in conjunction with their regular employment.
 2. Lecturers. Lecturers must be recruited through public announcement in the Manoa Bulletin and in newspapers of general circulation within the State of Hawaii, except that personnel who have

previously been appointed as instructional employees of the University may be rehired as Lecturers by any college without additional advertising.

3. Lecturers are considered to be under continuous recruitment. Colleges or programs should recruit at least once before each semester if it is anticipated that additional personnel will be required for addition to the pool of lecturers. No closing date will be specified. Applications may be accepted at any time during the semester.
- b. Selection: Chancellors shall develop procedures to ensure that Lecturers appointed under this instruction meet appropriate academic standards. A pool of qualified lecturers should be developed to provide a sufficient resource to meet anticipated needs. Each person on the pool list must be certified as to qualification and equivalent rank/range level in accordance with the procedures established by the Chancellor. A UH Form 17 (EEO/AA) is not required for Lecturer appointments.
 - c. Lecturer Pool List: Each college shall report the names of potential lecturers to the Director of Personnel in the format contained in Attachment 3 by July 15 and December 1 of each year. A consolidated listing will be prepared and distributed to facilities cross utilization of the list by the various colleges. Appropriate coordination will be required when a lecturer listed by one organization is to be appointed by another and when the same individual is listed by more than one college. Personnel whose names are not on the pool list may be appointed; however, every effort should be made to have all names entered on the list to minimize administrative problems.
5. Appointment Procedure.
 - a. Lecturers who are to teach credit courses on a semester basis in regular academic programs must be appointed using the SF-5B. Refer to Administrative Procedure A9.570, Appointment Procedures for BOR Personnel.
 - b. Cooperating teachers and counselors are to be appointed using the UH form 6. Refer to Administrative Procedure A9.480, Casual Appointments. A list of cooperative

appointments shall be prepared within 30 days after the beginning of each semester and forwarded to the Director of Personnel. The list will then be forwarded to the President for transmittal to the Board of Regents for informational purposes. The lists must contain the names and organizations of employment.

- c. Lecturers who are to teach non-credit courses and accelerated credit courses in continuing education programs and in Summer Session programs should be appointed using the UH Form 6. Refer to Administrative Procedure A9.480, Casual Appointments. A list of non-University personnel who teach Summer Session courses shall be prepared by the appropriate administrator and forwarded to the Director of Personnel within 30 days after the beginning of the session. These lists will then be forwarded to the President for transmittal to the Board of Regents for informational purposes. The lists must contain name, subject area(s), equivalent rank/range and total credits being taught by each lecturer.
 - d. The Director of Personnel will obtain a computer generated listing of Lecturers appointed to teach credit courses in regular college academic programs for transmittal to the President.
6. Appointment Period. Lecturers appointed to teach courses in regular academic programs, paragraph 5a above, will have their pay spread over four and one-half months (nine pay periods) for each full semester of service. Fall semester pay should start with the first pay period in September and end with the first pay period in January. Spring semester pay should start with the second pay period in January and end with the second pay period in May.

Attachment 1

Guidelines for Appointment of Cooperating Teachers and Counselors

Education majors must undergo at least one semester of practice teaching as part of their pre-service training. This practice teaching is accomplished predominantly in DOE schools.

Educational Psychology majors must participate in a practicum for at least one semester as part of their pre-service training. The practicum may be completed within the University of Hawaii or in other educational institutions or under the supervision of private practitioners.

The cooperating teachers and counselors who participate in these programs observe, supervise, advise students on performance and finally evaluate the students. The cooperating personnel are professional people established in the communities and are expected to be full-time teachers or practitioners.

The Deans of the College of Education and Hilo College may appoint cooperating personnel subject to the following conditions:

1. The Deans will ensure that each person appointed meets the professional standards required by the college.
2. Appointments may be for one semester at a time or for the academic year if the requirement is evident.
3. Cooperating personnel shall be paid a stipend of \$125 per semester per student. The stipend amount may be changed only by the Board of Regents.
4. Such appointments are part-time and temporary in nature and any indication of continued employment is not intended or implied.

Guidelines for Appointment of Lecturers

The fluctuating demand by students for various courses makes it impractical to provide a permanent staff to satisfy all such demands. Therefore, lecturers are hired on a temporary, part-time basis to fill this need when regular faculty members are not available.

Since lecturers are temporary, part-time employees, the University cannot obligate itself to any guarantee of future employment or give any indication that continued employment is implied or intended.

Lecturers must meet the same academic standards as regularly appointed faculty of an equivalent rank or salary range. Each Chancellor shall develop procedures to insure that such requirements are met. (References: the 1973 Interim Revision of the Manoa/Hilo Faculty Handbook, Part 3 for four-year colleges and Appendix R for Community Colleges. Also, that part of the BOR agenda item on Graduate Assistants of October 17, 1980 pertaining to Special Lecturer credit hour rate for Graduate Assistants and other graduate students.)

Lecturers shall be paid at credit hours rates in accordance with the appropriate collective bargaining contract.

The Special Lecturer credit hour rate for Graduate Assistants shall be \$320. This rate shall apply only when the appointee acts in an "assistant" capacity which does not require complete responsibility for a class or section.

Lecturers who are appointed to teach not more than six-credit hours on Manoa and Hilo College campuses and those appointed to teach not more than seven-credit hours at Community Colleges are carrying less than half-time load equivalent.

Lecturers should not, as a general concept, be hired to teach a full instructional load equivalent of regular faculty i.e. 15 credit hours for Community Colleges and 12 credit hours on four-year campuses per semester within the University system since lecturers are hired to meet temporary, part-time requirements. In any event, 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 both the Community Colleges and at Manoa,

Hilo or West Oahu at the same time.

Lecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than six-credit hours per semester or nine-credit hours during the academic year (the same limits as for full-time University faculty members).

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.

Lecturer appointments are normally for one semester at a time.

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 stipend. The formula to be used is the instructional class hours completed over the instructional class hours required for the course times the total amount payable for the entire course.

**UNIVERSITY OF HAWAII
LECTURER POOL LIST**
(Due in UH Personnel Office by July 15 and December 1 each year)

Card 1: Col 1 = 1				Cards 1 & 2
(2-15)	(16-35)	(36-55)	(73-80)	
Campus [14] _____	Division [20] _____	Dept [20] _____		
Card 2: Col 1 = 2				FOR PERSONNEL USE ONLY
(2-23)	(24-34)	(35-36) *EQUIV RANK/RNG [2]	(37-66) SUBJECT AREA [30]	
NAME: Last-First-Middle [22]	SOC. SEC. # [11]			
				↓

*Indicate equivalent academic rank i. e. I3, I5, C2, etc. do not use "L" designation.

Figures in brackets [] indicate the number of characters (letters, space, commas, hyphens, etc.) allowed in each column.

Figures in parenthesis () indicate card columns for key punching data.