UH MAUI COLLEGE
LECTURER GUIDELINES

As part of your professional responsibilities as a lecturer at UH Maui College you are to fulfill the following:

- Complete ALL hire documents ASAP. Work closely with the personnel office staff to ensure that all paperwork are correctly done and submitted. Your first paycheck will arrive 6-8 weeks from the date of final submission. So please plan accordingly.

- Familiarize yourself with the “College Regulations” section of the UHMC catalog.

- Familiarize yourself with the “Faculty & Lecturer Handbook,” located on our website (www.maui.hawaii.edu).

- Hold all class meetings, including the final exam period.

- Design your course(s) to meet the learning outcomes and other requirements indicated in the course outline. Check with your department chair for the course outline. Include Student Learning Outcomes (SLO’s) and assessment in your syllabi. Both are critical to student success.

- Be on time for every class and have classroom door open for students.

- If no one is immediately following you in a classroom (check schedule on door), turn off a/c and lights and lock the doors after your class.

- Regularly check email for messages from students and department chair.

- If you are unable to meet a class or office hour you should do the following in this order:
  1. Call your department secretary and inform her
  2. Call your department chair and inform him or her.
  3. If no one answers in nos. 1 and 2, call the vice chancellor of academic affairs secretary (984-3234).
  4. Calls should be made until you reach someone to talk to. Do not just leave a voice mail message. (see Faculty & Lecturer handbook, page 14)

- Lecturers do not get sick leave. If you cannot meet your class due to illness or emergency follow the procedures above. You may not get paid when you are absent from class. Check with your department chair for exceptions.
• One office hour per week must be held for each class taught. Office hours should be held on campus unless other arrangements are made with students and with the consent of the department chair. The hour should be scheduled at a time when most students in the class are available, and you should be consistently present during that time.

• Post office hours, class schedule, and contact information on office door by first week of semester.

• Observe final exam period schedule, and schedule your exam at the appropriate time and day. The schedule is printed in the schedule of classes booklet or on the web at our homepage.

• You will enter your final grades into banner at the end of the semester during a window of about one week. After that time grades will have to be entered by hand in registrar’s office and may result in late grades for students. Do not put grades into Laulima only, but enter into Banner first and then Laulima.

• Faculty who teach in the evening are requested to encourage and periodically remind students to return to their cars in pairs or groups to prevent any incidents. Security (984-3255) is on duty 24 hours to assist with any situations which might arise. For more campus security information refer to faculty & lecturer handbook, page 8.

• Return office keys and access cards to department secretary at the end of hire period. If you are returning in spring semester, keep your keys over the break.

I understand and will comply with these requirements.

_________________________________________  ______________________________________
Name (print)                                                  Signature          Date

Keep one copy for yourself and return one signed copy to your department chair.

8/04/10