1. To be considered for hire, Lecturers must submit a complete hiring packet which includes an application, transcripts, and resume. Transcript copies may be used for an initial review; however, official transcripts are required before the date of hire.

2. Once all paperwork has been submitted, the following process will be implemented:
   a. At the Kahului campus and Molokai Center, the department chair or program coordinator will interview prospective lecturers who meet minimum qualifications. A recommendation (description of the potential lecturer’s knowledge and skills) will be forwarded to the Vice Chancellor of Academic Affairs or designee for review and approval.
   b. In the case of lecturers for the Hana, Lana’i and Lahaina Centers, outreach coordinators will work with the department chairs and the Assistant Dean of Instruction. A recommendation (description of the potential lecturer’s knowledge and skills) will be forwarded to the Assistant Dean of Instruction or designee for review and approval.
   c. If the lecturer is hired immediately, his or her file will be maintained in the Personnel Office. If the lecturer is not hired immediately, the file will be maintained in the department chair’s office for two years.
   d. Only qualified lecturers who meet the minimum qualifications will be hired, except as noted below in item “f.”
   e. Lecturers meeting the minimum qualifications for a discipline may be assigned the range of courses taught in that discipline.
   f. If a lecturer meeting minimum qualifications cannot be found, lecturers not meeting the minimum qualifications may be considered to teach a particular course. Their qualifications, in light of the skills and knowledge required to teach the particular course, will be examined. If their qualifications are found acceptable, such lecturers may be appointed by exception. If hired, they will be restricted to teaching that particular course.

**UH Maui College: Appointment Procedures**

a. The department chair will submit to the Vice Chancellor of Academic Affairs or designee a request that the potential lecturer be considered; the request must include a description of the knowledge and skills the lecturer has attained that qualifies him or her to teach that particular course.

b. The lecturer not meeting minimum qualifications will be replaced in the next semester if a person meeting minimum qualifications can be found.

Updated September 2010
c. The Vice Chancellor of Academic Affairs or designee will inform department chairs when lecturers are appointed to teach.

**UH Maui College: Lecturer Evaluation Procedures**

Department chairs will appoint faculty (excluding lecturers) who have served at UH Maui College for at least two years to evaluate Lecturers once a year.

a. The department chair and/or program coordinator will discuss the peer and student evaluations with the lecturer annually. These evaluations will impact future employment.

b. A copy of completed peer evaluations will be kept in the department chair’s file in his or her department office.

c. Peer evaluations may include a review of the syllabi the lecturer has prepared; student evaluations for the courses taught during the semester; and a class visit. Suggestions for improved teaching may be made as necessary.

d. Lecturers will use a student evaluation form secured from the department secretary. The lecturers will be held to the same campus policy relating to the administration and summarization of student evaluations as other faculty. Student evaluation summaries will be available to department chairs and/or program coordinators.

**UH Maui College: Lecturer Placement Criteria**

**STEP A:**

1. Lecturers who have taught fewer than 75 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session).*

**STEP B:**

1. Lecturers who have taught at least 75 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session).*

OR

2. Exceptions on a case-by-case basis, as justified by the campus and approved by the Chancellor for Community Colleges or Designee. Exceptions could be made for “distinguished” lecturers or to respond to marketplace problems.

*Updated September 2010*
Regarding marketplace, a study will be made and a class action taken across the community college campuses.

STEP C:

1. Lecturers who have taught at least 150 semester hour credits in the University of Hawaii System (CC, UHM, UH Hilo, West Oahu, CCECS and Summer Session).*

OR

2. Exceptions on a case-by-case basis, as justified by the campus and approved by the Chancellor for Community Colleges or Designee. Exceptions could be made for “distinguished” lecturers or to respond to marketplace problems. Regarding marketplace, a study will be made and a class action taken across the community college campuses.

*NOTE:

a) Lecturers with PhD (for vocational fields, other appropriate advanced degree or certificate), 25 additional credits will be allocated toward credit accumulation.

b) Up to a maximum of 25 semester hour credits taught at accredited postsecondary institutions other than the University of Hawaii System will be allocated toward credit accumulation.

c) Lecturers assigned to non-instructional duties will not receive credits towards advanced step placement for those assignments.