1. **Purpose**: To promulgate procedures for appointing of Lecturers in accordance with Section 304-11HRS, Faculty

2. **Applicability/Responsibility**: This instruction applies to the category 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 category of personnel shall be in accordance with the guidelines attached hereto (Lecturer, Attachment 1)

3. **Authority**: The Board of Regents has delegated to the President of the University or his designee appointment authority for Lecturers. 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.

4. **General Guidelines**:

   a. **Recruitment – Lecturers**:

   1. Lecturers must be recruited through public announcement in the Manoa Bulletin and in newspaper of general circulation within the State of Hawai‘i, 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.

   2. Lecturers are considered to be under continuous recruitment. Colleges or programs should recruit, as least once before each semester if it is anticipated those 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 – Lecturers**: 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.

   c. **Lecturer Pool List**: Each college shall report the names of potential lecturers to the Director of Personnel by July 15 and December 1 of each year. A consolidated listing will be prepared and distributed to facilitate 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.** The President or designee shall have authority to appoint Lectures, including Summer Session, in accordance with the following guidelines for appointment of Lecturers:

   a. The fluctuating demand of 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.

   b. 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.

   c. Each Senior Vice president or Vice President shall develop academic standards for the hiring of lectures on their respective campuses or divisions.

   d. Lecturers shall be paid according to the faculty collective bargaining contract (BU 07). The rates shall be paid on the basis of the policies and rates in effect on the campus where the course is taught. (UHPA/BOR/State Agreement)

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

   f. 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 a total of more than the equivalent of. Appropriate equivalencies should be developed for those who may lecture at both the Community Colleges and at the Manoa, Hilo or West Oahu campuses at the same time.

   g. 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).

   h. 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.

   i. Lecturer appointments are normally for one semester at a time.

   j. 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.
k. 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 classes hours completed divided by the instructional class hours required for the course, multiplied by the total amount payable for the entire course.

l. 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.

m. 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 list must contain name, subject area(s), equivalent rank/range and total credits being taught by each lecturer.

n. 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.