




UNIVERSITY of HAWAII®
MAUI COLLEGE

TO: BU07 faculty

FROM: Kahele Dukelow, Dean of Arts and Sciences
 Laura Lees Nagle, Dean of Career and Technical Education 

DATE: January 10, 2020

SUBJECT: UHMC Faculty Assigned Time Guidelines

In an effort to create transparent, equitable, and adequate assigned time for non-instructional duties, and in accordance with UHCC Policy 9.237, Teaching Equivalencies, UH Maui College Office of Academic Affairs will be adhering to the following guidelines for assigned time effective for Academic Year 2020-2021 and subsequent Academic Years.

UHCC Policy 9.237 states, in part:

“Chancellors shall have the responsibility to:

- a. *Ensure that full-time 9-month community college instructional faculty are assigned 27 teaching equivalencies and 11-month community college instructional faculty are assigned 36 teaching equivalencies per academic year or equivalent as defined by this policy.*
- b. *Compensate faculty whose teaching load exceeds 27 (9-month) or 36 (11-month) teaching equivalencies or equivalent through overload payment or carrying forward the balance to the next academic year.*
- c. *Establish policies and procedures for the approval of non-instructional teaching equivalencies in accordance with this policy. At a minimum, the procedures must include documentation of all non-instructional assignments and the related teaching equivalency granted each year.”*

Process and timeline for asking for non-instructional assigned time.

- Timeline:
 - Non-instructional assigned time should be determined and approved in alignment with scheduling; therefore, the deadlines for approval of non-instructional assigned time are as follows:
 - For Fall semester: Approval by preceding February 28
 - For Spring semester: Approval by preceding November 1



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- Approval Process:
 - Faculty consults department chair to determine appropriate teaching load according to guide below.
 - Faculty completes and submits Teaching Equivalency (TE) requests to department chair.
 - Department chair submits approved request to Dean.
 - Dean approves or disapproves TE request.
 - Approved TE requests are kept on file with the office of Academic Affairs.
 - Signed copies are sent to the faculty and department chair.
- Faculty and department chairs are responsible for updating and submitting any subsequent proposed TE changes for approval in writing by the Dean. Approved non-instructional TEs will be input into Banner by February 1 of the same academic year.

Types of assigned time eligible for approval include:

- Department chair (position determined by departments and Chancellor).
- Senate chair (position determined by Academic Senate).
- Program coordinator (position determined by Dean).
- Curriculum Committee Chair (position determined by Academic Senate).
- Applied Research (eligibility determined by Dean).
- Other Teaching Equivalencies will be reviewed as appropriate and as the budget permits.

Guide to Determine Teaching Load for Department Chairs (from UHCC Policy 9.237)

Criteria	4pts 1pt	3pts	2pts	
# of Course sections (annual)	400+	200-399	125-200	<125
# of programs	6+	4-5	2-3	1
# of employees	75	50-74	20-39	<20
Budget	\$75K+	\$50-74K	\$20-49K	<\$20K
Additional complexity (see Appendix 1)	complex	Moderately complex	Moderately low	Low

Total Points	19+	15-18	11-14	<11
TEs per year	21	15	9	6



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Guide to Determine Teaching Load for Program Coordinators

Criteria	4pts 1pt	3pts	2pts	
# of Course sections (annual)	400+	200-399	125-200	<125
# of majors	100+	60-99	20-59	<20
# of employees - FTE, Lecturer taught sections, student assistants, APTs	20+	10-20	5-10	<5
Operating expenses	\$75K+	\$50-74K	\$20-49K	<\$20K
External accreditation or certification required	More than 1	Yes	N/A	N/A
Complexity of Facility Maintenance	complex	Moderately complex	Moderately low	Low
Additional complexity Grants, foundation accounts, revolving accounts	complex	Moderately complex	Moderately low	Low

Total Points	25+	20-24	15-19	<15
TEs per year	12	9	6	3



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