

College of LLL Temporary, Part-time Appointments

Lecturers serve an important function for the College to meet temporary, part-time employment needs for high demand courses. However, they should not in general be hired to teach a full instructional load (12 credit hours per semester at Manoa). (See p. 5 of the UH administrative procedures document A9.560 concerning appointment of lecturers: <http://www.hawaii.edu/policy/docs/temp/ap9.560.pdf>.) Whenever possible, all courses should be taught by the unit's permanent faculty. In very exceptional cases, full-time appointment may be authorized if it is in the best interest of the program.

Occasionally, lecturers may be appointed to teach in more than one department on campus. When a lecturer is hired, the Department Chair should ascertain whether the prospective lecturer is also going to teach in another Manoa department. Please make sure that the total load at Manoa does not exceed 12 credit hours. Lecturers may also be hired by other campuses in the System, typically by a Community College. The full-time load at a Community College is 15 credits. University policy does not define the full-time limit for a lecturer teaching partly at Manoa and partly at a Community College. It has been the practice in LLL to consider the combined limit to be 15 credit hours total (the CC limit).

To summarize:

1. If a lecturer is teaching only at Manoa (or at Manoa and another four-year campus):
 - a. If the total credit is less than 12, you may approve.
 - b. If the total is more than 12, you do not approve.
 - c. If the total is 12, the Department Chair may approve only if it is in the best interest of the program.
2. If a lecturer is teaching at both Manoa and a Community College:
 - a. If the combined total is less than 12, you may approve.
 - b. If the combined total is more than 15, you do not approve.
 - c. If the combined total is 12-15, the Department Chair may approve only if it is in the best interest of the program.