

Kapi'olani Community College
Faculty Senate Action Request - #1617016

Did you request action from a union representative?	If YES, please contact your department or campus union representative.
Is this a personal matter?	If YES, please consider discussing the matter with your supervisor or union representative.
Have you filed a grievance/lawsuit over this matter?	If YES, please allow the grievance process to be completed before the matter is brought to Faculty Senate.
Timestamp in Google Doc:	1/19/2017 11:54:24
Submitted By:	Sheila Kitamura
UH User Name:	Sheilak
Academic Unit:	Health Sciences
Did you request action from a department head or administrator?	No
Is this a departmental matter?	No
Is this a college wide matter?	Yes
Is this a system wide matter?	Yes
Does this matter align with the responsibilities of a Faculty Senate Committee? If YES, which one?	Budget, Professional Rights and Responsibilities
Does this matter align with the College's Strategic Plan? If YES, which one?	Yes, Mission Statement, I.F, G, H, I, J, K, L and IV. O and P.
Does this matter align with the UH System Strategic Directions? If YES, which one?	Yes, HGI Action Strategy 2
Is there a relevant deadline for action by the Senate? If you answered YES, please indicate the deadline date:	
Please describe the action requested:	This request is to improve the step-increase process for lecturers.
Proposed Recommendation:	I recommend that the HR office maintain records of credits taught at the institution and facilitate the step-increase process for lecturers. Currently, the deadlines are only communicated on the application forms, and not on Ohana or any other public forum. In addition, it appears there is no actual written policy regarding the deadline for application and that the HR office arbitrarily picked the dates. The HR office has done this without communicating the policies or practices to Faculty Senate or UHPA. The lecturers are responsible for keeping track of the courses they teach and applying for the step increase.
Other:	Recently a lecturer who has been teaching at KCC in Health Sciences and Culinary was denied his step increase. He turned in his paperwork on November 1, missing the October 15th deadline. The clerical staff was told to submit the paperwork along with his Form 20 for the Spring, which is due on November 15th. The deadlines do not jive. In addition, the October 15th deadline is only present on the application form. It was never communicated to the lecturer or Department Chair or staff via e-mail or any other form. The lecturer was not

	<p>informed of the decision not to approve his increase until December 20th. At that point he consulted the union. Christian Fern responded stating: "Based upon past practice in the area of the Lecturer Step Schedules, once a Lecturer meets the qualifications of required to move from one Step level to the next (i.e. from Step A to Step B), the move should be automatic. " This is another example of lack of transparency and failure to communicate pertinent information. An additional concern is that it appears that HR is involved in making fiscal decisions. I do not believe that falls within the scope of their purpose or function.</p>
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Faculty Senate Use Only	
Action Taken:	Date:
Outcome:	Date: