



MEMORANDUM

October 13, 2013

To: Leon Richards, Chancellor

Subject: 2013-2014 Teaching Equivalencies for Department Chairs

Attached are the guidelines for determining department chair teaching equivalencies, excerpted from UHCCP 9.237. Also attached is an analysis of the formula-derived teaching equivalencies for each of our department chairs.

By Chancellor's decision, all department chairs will earn a minimum of 12 TEs per year. Only one department chair, Hospitality, needs to have the "floor" adjusted to reach the established threshold.

The last page of the attached document shows each of the department chairs, their teaching equivalencies based on the UHCCP 9.237 guidelines, and the additional TEs assigned for special projects.

Louise Pagotto

Approved/Not Approved

with additional requirements and explanations to follow

10/16/13

Leon Richards, Chancellor

Attachment: Guidelines and Analysis

**GUIDE TO DETERMINE MINIMUM TEACHING LOAD FOR
DIVISION/DEPARTMENT CHAIRS
(as of 10/14/13)**

Criteria	Levels			
	4 pts	3 pts	2 pts	1 pt
a) Number of course sections (annual)	400+	200-399	125-200	<125
b) Number of programs	6+	4-5	2-3	1
c) Total number of employees	75	50-74	20-49	<20
d) Budget	\$75K+	\$50-74K	\$20-49K	<\$20K
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	Complex	Moderately Complex	Moderately low	Low

How to determine number of programs:

- 1) Any program requiring a separate program review
- 2) Within the Liberal Arts each of the following is defined as a program: Humanities, Social Sciences, Math/Science, Language Arts (or equivalent).

Benchmarks:

Total Points	Teaching Equivalencies/academic year
19+	21 teaching equivalencies/yr
15-18	15 teaching equivalencies/yr
11-14	9 teaching equivalencies/yr
<11	6 teaching equivalencies/yr

Criteria	Departments		
	BLT	Culinary	Hospitality
a) Number of course sections (annual)	202	106	42
b) Number of programs	5	2	1
c) Total number of employees	50	63	11
d) Budget	17,500	25,286 (+UHF)	24884
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	Complex	Complex	Complex

Criteria	Departments		
	BLT	Culinary	Hospitality
a) Number of course sections (annual)	3	1	1
b) Number of programs	3	2	1
c) Total number of employees	3	3	1
d) Budget	1	4	2
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	8	8	8
TOTAL	18	18	13
TOTAL TE _s PER YEAR	15	15	9 + 3

Criteria	Departments			
	LLL	Math/Sci	Soc Sci	A&H
a) Number of course sections (annual)	576	422	164	432
b) Number of programs	2	3	1	3
c) Total number of employees	78.5	62	35	62
d) Budget	20,800	96,670	10,890	54,718
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	Complex	Complex	Complex	Complex

Criteria	Departments			
	LLL	Math/Sci	Soc Sci	A&H
a) Number of course sections (annual)	4	4	2	4
b) Number of programs	3	2	1	3
c) Total number of employees	4	3	2	3
d) Budget	2	4	2	3
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	8	8	8	8
TOTAL	20	21	15	21
NUMBER OF TEs/YEAR	21	21	15	21

Criteria	Departments			
	EMS	Health Sci	Nursing	Kahikoluamea
a) Number of course sections (annual)	10	174	56	178
b) Number of programs	2	7	5	3
c) Total number of employees	12.5	45	42.5	30
d) Budget	92,500	110,000	100,000	30,000
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	Complex	Complex	Complex	Complex

Criteria	Departments			
	EMS	Health Sci	Nursing	Kahikoluamea
a) Number of course sections (annual)	1	2	1	2
b) Number of programs	2	4	3	3
c) Total number of employees	1	2	2	2
d) Budget	4	4	4	3
e) Additional complexity (weighted double): scheduling, assessment, budget preparation, multi-disciplines, accreditation, multiple sites, clinical, commercial enterprise, grants, campus operations, advisory committees, fundraising, facilities, select admissions	8	8	8	8
TOTAL	16	20	18	18
TOTAL TEs PER YEAR	15	21	15	15

Name	Department	Annual TEs by Policy	Annual TEs for Special Projects	AY Teaching Load	Comments
Hefner, Carl	Social Sci	15	6	6	International Events on campus, Chair of Chairs
Higgins, Colette	A&H	21	3	3	Banked Learning Communities TEs
Napoleon, Nawa'a	LLL	21	6	0	Kalāualani
Bautista, Maria	Math/Sci	21	6	0	STEM Director
Ogawa, Estelle	BLT	15	6	6	Accreditation self study
Takahashi, Ron	Culinary	15	6	6	Program Coordinator, multi-institution grant
Evans, Dave	Hospitality	12	9	6	Program Coordinator, Consortium Grant Coordination
Kunimune, Mark	EMS	15	12	0	Program coordination, statewide EMS training coordinator
Kitamura, Sheila	Health Sciences	21	6	0	Program & Clinical Coordination (Dental)
Nadamoto, Chris	Nursing	15	12	0	Accreditation self study, clinical coordination, program coordinator (surg tech)
	Kahikoluamea	15		12	