



UNIVERSITY of HAWAII[®]
KAPI'OLANI
COMMUNITY COLLEGE

memorandum

June 7, 2017

To: Candy Branson, Chair, Faculty Senate
Susan Inouye, Former Chair, Faculty Senate

Subject: Response to Faculty Senate Action Request AR 1617016: Process of
Step Increases for Lecturers

I received Action Request AR 1617016 on April 30, 2017, stating that a recommendation was made on December 5, 2016, that the Human Resources Office take responsibility for compiling records of credits taught and facilitate the step-increase process for lecturers to VCAS Furuto, VCAA Kazama and, Chancellor Pagotto.

While I support facilitating the step-increase process for lecturers, I do not support the Faculty Senate's recommendation based on AR 1617017, asking that the Human Resources Office be responsible for "compiling records of credits taught".

It is current practice for instructional faculty to keep track of their teaching assignments to provide a listing of all the courses that they have taught when they make a formal application for promotion. Lecturers should take responsibility to track their teaching assignments and make a formal application for promotion to the next level, as full-time faculty are required to do.

Most importantly, lecturers are able to earn credits teaching outside the College, including institutions outside the University of Hawai'i system. The Kapi'olani CC Human Resources Office has no way of knowing what credits lecturers have earned at non-UH institutions. Thus, reliance solely on the Human Resources Office's ability to compile credits earned would, in some cases, short change the lecturers.

For the record, VCAS Furuto and the Chancellor's Office do not hire lecturers.

A handwritten signature in black ink that reads "Louise Pagotto".

Louise Pagotto
Interim Chancellor

C: Brian Furuto, VCAS
Susan Kazama, Interim VCAA