

UNIVERSITY OF HAWAII
COMMUNITY COLLEGES POLICY

Replaces UHCCP # 9.301 dated September 2006

UHCCP #9.301 Acting Instructor

December 2008

I. Purpose

The purpose of this Community Colleges Policy is to provide guidelines for Acting Instructor appointments.

II. Related University Policies

Board of Regents Bylaws and Policy, Chapter 9, (3), Community College Classification Plan and Compensation Policy.

<http://www.hawaii.edu/offices/bor/policy/index.html>

III. Policy Objective

This policy provides the guidelines and procedures for hiring an Acting Instructor and for advancing an acting instructor to the instructor rank.

IV. Responsibilities

A. The college chancellor shall:

1. Establish procedures (see Attachment A for sample procedures) for Acting Instructor appointments and advancement from Acting Instructor to Instructor when the incumbent demonstrates that he/she meets the established minimum qualifications.
2. Approve Acting Instructor appointments and advancement from Acting Instructors to Instructor.
3. Approve extensions of Acting Instructor appointments beyond three (3) years, as appropriate.

V. Guidelines

A. Appointment of Acting Instructors

1. Acting Instructors may be appointed only when (a) no qualified applicant exists, and (b) the advertisement specifies that, "If no qualified applicants

are available, those not meeting minimum qualifications may be considered for an acting appointment.”

2. If an acting appointment is made, the selection shall be based on the “best qualified” of the available applicants.
 3. Once appointed, the Acting Instructor needs to develop an approved professional development plan that will enable the faculty member to satisfy the minimum qualifications within three (3) years. If any extenuating circumstance exists, the faculty member must submit a request for an extension beyond the three (3) years prior to the end of the current appointment. The extension should include the time period in which the faculty member intends to meet the minimum qualification requirements. If the extension is not granted and the faculty member has not met the minimum qualifications, the faculty member will be terminated at the end of the three-year period.
 4. The Acting Instructor is not on the probationary track. Upon meeting established minimum qualifications and conversion to an Instructor, prior year(s) service as an Acting Instructor are not automatically creditable toward the probationary period. However, a request may be made to shorten the faculty member's probationary period in accordance with the collective bargaining agreement.
 5. Initial salary placement for an applicant appointed as an Acting Instructor is normally at Step 1. However, based on the employee's background, experiences, and campus requirements, placement above Step 1 can be made as appropriate.
 6. Upon meeting the established minimum qualifications, the faculty member is responsible for initiating the request and submitting documentation that demonstrates that he/she has met the established minimum qualifications.
- B. Advancement from Acting Instructor to Instructor
1. When the college determines that the faculty member had met the established minimum qualifications for the position, the Chancellor shall approve the incumbent's movement from Acting Instructor to Instructor. The effective date of the movement should be January 1, June 1, or August 1; whichever date immediately follows the date of the written notification to the College by the faculty member that the minimum qualifications have been met.
 2. Normally, a salary adjustment is not provided; however, a salary adjustment may be approved by the Chancellor on an exception basis

upon recommendation and justification by the campuses appropriate Vice Chancellor/Dean/Director.

Sample Procedures to Implement Policies Relating to Acting Instructors

1. Purpose

The purpose of this campus procedure is to outline the process involved when hiring an Acting Instructor and when advancing the faculty member from Acting Instructor to Instructor status.

2. Related Policies

Board of Regents Bylaws and Policy, Section 9(3), Community College Classification Plan and Compensation Policy; University of Hawai'i Community Colleges Policy, UHCCP #9.301, Acting Instructor.

3. Implementation Procedures

- a. When a faculty member is hired on as an Acting Instructor, it is the Vice Chancellor/Dean/Director's responsibility to ensure that he/she meets all minimum qualifications within three (3) years.
- b. The Acting Instructor must develop a professional development plan together with the Vice Chancellor/Dean/Director to meet the minimum qualifications within three years of the appointment. The faculty member must modify the professional development plan with new deadlines in the event an extension is granted.
- c. If an extension beyond the three year period is requested by the Acting Instructor and the Department Chair and Vice Chancellor/Dean/Director supports the request, their recommendation and the faculty member's extension request shall be submitted to the Chancellor for approval prior to the end of the current Acting appointment period. The Vice Chancellor/Dean/Director's recommendation should include a description of the circumstances, an explanation as to why the extension should be granted and the time frame in which the faculty intends to meet the minimum qualification requirements.
- d. Upon meeting the minimum qualifications, the faculty member is responsible for initiating the request and submitting documentation to the respective Department/Division Chair that he/she has met the stated minimum qualifications. The Department/Division Chair should review the documentation and submit to the Chancellor via the Vice Chancellor/Dean/Director his/her recommendation for the faculty member's advancement from Acting Instructor to Instructor, the faculty

member's request, copies of the documentation provided by the faculty member verifying that the minimum qualifications have been met (e.g., a copy of college transcripts or certifications).