

April 13, 2021

#### **MEMORANDUM**

TO: Erika Lacro

Vice President for Community Colleges

VIA: Michael Unebas

Associate Vice President for Administrative Services

FROM: Tammi Chun

Associate Vice President for Academic Affairs

SUBJECT: TEACHING EQUIVALENCIES FOR NON-CREDIT CLASSES

Together with the Vice Chancellors for Academic Affairs, I am recommending a methodology for UH Community Colleges Teaching Equivalencies (TEs) to be assigned for non-credit teaching assignments as part of instructional faculty teaching load. This methodology provides campus administrators with the option of assigning non-credit instruction as part of faculty teaching load.

### **Applicability**

Campus administrators may assign TEs for non-credit instruction to general-funded, full-time instructional faculty who are responsible for a 27 TE teaching load. Faculty members who are otherwise assigned less than 27 instructional TEs may be assigned non-credit classes to achieve a full teaching workload. This includes faculty who are under loaded by a fractional amount of TEs which are insufficient to assign a credit class. Assignment of TEs for non-credit instruction is not intended to provide workload for faculty who would otherwise be underloaded consistently.

### **Calculation of Teaching Equivalencies**

The calculation of TEs is based on the *instructional method* and the *number of contact hours* for a non-credit class, consistent with UHCC Policy 9.237 which was established to calculate TEs for credit classes. Each campus will maintain a list of its approved TE conversions for non-credit classes.

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### **Documentation**

Campuses should follow their current process to request "re-assignment" of faculty to non-credit teaching. Campuses must document the non-credit assignment in Banner as "OTA (Non-credit/Other teaching assignment)."

## **Transfer of Funds**

To account for personnel costs, non-credit programs should transfer funds to a new account in the Community College Special Fund. The amount should be equivalent to the salary of the instructor for the assigned TEs, or a at the minimum, equivalent to the cost of the casual hire instructor who would have taught the class (e.g., based on historical information, market rates).

# **Evaluation**

At least once a year, the Vice Chancellors for Academic Affairs and the Vice Chancellors for Administrative Services will review the data on the number of faculty and TEs assigned to non-credit instruction.

If you have questions, please contact Della Teraoka, Director of Academic Programs at dellaand@hawaii.edu.

APPROVED DISAPPROVED		
	4/21/21	
Erika Lacro	Date	
Vice President for Community Colleges		