

Erika Lacro
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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

Erika Lacro
Vice President for Community Colleges

4/21/21

Date