April 13, 2021

MEMORANDUM

TO:       Erika Lacro  
          Vice President for Community Colleges

VIA:      Michael Unebasami  
          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.

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Erika Lacro  
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Disapproved  
4/21/21

Date  

Erika Lacro  
Vice President for Community Colleges