

**UNIVERSITY OF HAWAI'I-WEST O'AHU FACULTY TEACHING WORKLOAD, AY 18-19**

From the Office of the Vice Chancellor for Academic Affairs

Current adjusted workload based on fiscal constraints. To be reviewed annually.

<b>Workload (WL) Type</b>	<b>Workload Formula Fall 2018</b>
Didactic Course	1 credit = 1 workload credit (WLC)
Tenured & Tenure Track Faculty: 24 credits of workload annually	9 WLC per semester for teaching and 3 WLC per semester for service/research
Non Tenure-Track Faculty	12 WLC per semester
Newly Hired Tenure-Track faculty	3 WLC reduction in first semester
Science laboratory (for lecturers)	1.5 WLC for every 1 credit of lab
Science laboratory (for regular faculty)	3 WLC for every 1 credit of lab
Division Chairs	11-month faculty, PLUS \$500/month stipend; 3 credit teaching load per semester
Math/Science Sub-Division Coordinator	\$600/month
Faculty Senate Chair	11-month faculty, PLUS \$500/mo stipend; 9 WLC per academic year (not applicable in AY 18-19 since FS Chair is Specialist Faculty w/out teaching load)
Curriculum Committee Chair	3 WLC per semester
Additional Faculty Senate Committee releases	For 2018-19: Gen Ed Comm Chair, 3 WLC per year; FS Vice Chair, 3 WLC per year;
Professional Development Coordinator	3 credit teaching load per semester
Creative Media Program Coordinator	\$600/month
RMI Program Coordinator	3 WLC per year
Asian Languages Program Coordinator	3 WLC; \$150/month stipend
Math Coordinator	\$500/month
Writing Program Administrator	6 WLC per year
Writing Placement Coordinator	3 WLC per semester
Assessment Coordinators	3 WLC per year
-99 Directed Reading or Research	No credit
Education Student Teaching Supervision	1 WLC for every 2 student teachers supervised for the semester (based on number of observations per term)
Program Review	Range of 6-12 credits spread across committee
9-month faculty, overloads/summer	2 courses or 6 credits of overload is allowed during the Fall/Spring; a maximum of 9 credits of workload total is allowed during the Summer
11-month faculty, overloads/summer	Limited to 3 courses or 9 credit hours per calendar year.

**UH West O‘ahu Overload FAQs**  
**Office of the Vice Chancellor for Academic Affairs**  
**July 2018**

**Teaching Overloads for Full-Time Faculty:**

**Q: What is the standard teaching load at UH West O‘ahu?**

*A: The standard teaching assignment for full-time instructional faculty at UH West O‘ahu is 24 credits per year (CBA III.F). Each tenured and tenure-track faculty member is typically assigned 3 credits of release time per semester for scholarship and service.*

**Q: When is it permissible for a faculty member to take on a teaching overload?**

*During the duty period, faculty members may teach overloads when courses cannot be assigned to another faculty member and the “hiring of a lecturer is not possible or is impractical” (XXI.F). Faculty need to obtain prior authorization from the OVCAA and the overload teaching assignments “are not to interfere with the Faculty Member’s regularly assigned responsibilities” (CBA XXI.F).*

**Q: How many credits of overloads can a faculty member receive?**

*A: It depends what type of faculty member we are talking about and then there are separate policies that govern the duty and non-duty periods. “Faculty members may receive additional compensation both during the duty period and during the non-duty period.” 9-month faculty members are limited to “two courses or six credit hours or equivalent, whichever is greater, of overload teaching during the academic year.” 11-month faculty members, however, are limited to three courses or nine credits per calendar year; (XXI.F).*

*9-month faculty members may teach up to nine credit hours in the non-duty period: “The total number of credit hours of evening and summer session teaching for which a faculty member may receive compensation is limited to nine semester hours for those on academic year schedules” (RP9.207). This means that a 9-month instructional faculty member could potentially teach as many—but no more than—fifteen credit hours of overloads over the calendar year (six credits during the duty period plus nine credits during the non-duty period).*

**Q: Why are 9-month instructional faculty sometimes prevented from teaching the maximum allowable summer load?**

*A: 9-month instructional faculty members may teach courses in the summer session and earn income through grants or contracts; however, 9-month faculty “may not teach for additional compensation in the summer session at the same time that they are receiving a monthly research salary or other compensation for services to the University” (CBA XXI.F; see also RP9.207). 11-month faculty teaching in the summer session are “considered to be using their off-duty period at the rate of 2 ½ days for each credit hour” (Fellmeth memo).*

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**Policies Governing the Hiring of Lecturers:**

**Q: In what situations are we allowed to hire lecturers to teach courses?**

*A: “Lecturers are hired on a temporary, part-time basis... when regular faculty members are not available” (AP 9.560, EP 5.221).*

**Q: Should lecturers expect their positions to continue beyond their initial semester of employment?**

*A: There is “no guarantee of future employment” for lecturers (AP 9.560, EP 5.221). “Lecturer appointments are normally for one semester at a time” (A9.560), which means that the hiring faculty and/or Division Chair will make such decisions each semester.*

**Q: What should I do when I have found a lecturer I would like to hire?**

*A: In order to ensure adherence to the CBA and UH System policies, we need to hire applicants that are part of the lecturer pool. So the first step is to instruct the candidate to submit an application to our lecturer pool via the workathawaii.edu website, where UHWO maintains an ongoing lecturer search. This will also get the ball rolling in terms of lecturer step placement. Keep in mind lecturer step placement affects hiring practices as follows: ““Where applicants have comparable qualifications, first priority shall be given to Lecturers at level “C” on the fee schedule and second priority shall be given to Lecturers at level “B” of the fee schedule” (CBA, XXI.D).*

**Q: How many credits may a lecturer teach in one semester?**

*A: There are a few factors to consider here. Per UH policy, “Lecturers should not... be hired to teach a full instructional load equivalent of regular faculty,” i.e. 12 credit hours per semester at UH West O‘ahu (A9.560). Lecturers often have appointments at more than one campus. Joint appointments need to be approved by the home-based campus, which is usually the campus that hired the lecturer first. At no time should lecturers teach a combined total of more than 12 credits combined in a semester if they are based at a 4-year campus, or 15 credits combined when based at a community college campus.*

*Also, “[l]ecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than six-credit [sic] hours per semester or nine-credit [sic] hours during the academic year” (A9.560).*

**Q: What benefits or perks do we offer lecturers?**

*A: Lecturers who teach 7 credits or more at a four-year campus are eligible for health and retirement benefits. Also, the CBA calls for limited-term contracts of one to three years to be offered to lecturers who have taught for at least eight semesters over a seven-year period in the same unit (CBA XIII.C).*