

<LETTERHEAD>

<DATE>

<ADDRESS> and/or <EMAIL>

Lecturer Salary Placement

Dear <LECTURER NAME>,

Effective September 1, 1989, a new Lecturer Salary Placement system was developed as a result of the negotiated collective bargaining agreement. The new system established one generic category of lecturer with three placement steps—Step A, B, or C. In order to implement the system, criteria and procedures were developed. Please read the attachment: Community College Lecturer Placement Criteria / Guidelines to Count Lecturer Credits. Please note that up to a maximum of 25 semester hour credits taught at accredited post-secondary institutions other than the UH system will be allocated toward credit accumulation. For example: if you taught a total of 90 credits at a college or university other than the University of Hawai'i System, only 25 out of those 90 credits will be counted for placement purposes.

Based on a review of your application and supporting documents you submitted for a lectureship appointment at Kapi'olani Community College, we have determined the following:

Home base: **Kapi'olani Community College**
Step Placement for <semester>:

If your step placement and number of credits taught are correct, please sign the second page of this letter and return it to the department chair as soon as possible.

If you believe that the information reflected above is incorrect, you may ask for a review by completing page one of Initial Lectureship Placement Form, signing page two, submitting copies of your documentation for your appeal and submitting it to my office within ten (10) calendar days of receipt of this notice.

<LECTURER NAME>

<Date>

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Thank you for your interest in working at Kapi'olani Community College. We look forward to welcoming you to Kapi'olani Community College. You will be placed into our active lecturer files for the next three years. If you do not teach for us during that time, it will be necessary for you to inform us of your interest in continuing in the active "pool".

Sincerely,

<DEAN NAME>

<TITLE>

Received and Acknowledged by:

<LECTURER NAME>

Date

xc: <DEPARTMENT CHAIR NAME>, Department Chair
<DEPARTMENT>
Human Resources Office
UHPA