



May 24, 2010

Leon Richards, Chancellor
Kapiolani Community College
4303 Diamond Head Road, Ilima 213
Honolulu, HI 96816

Dear Chancellor Richards:

Unfortunately, confusion continues to reign amongst the Kapiolani faculty as it pertains to the number of teaching equivalencies that will be applied next semester, for both instructional and, especially, non-instructional duties. It has been asserted that the faculty, nor the department chairs, have received anything "in writing" describing the teaching equivalencies that should be used for specific non-instructional assignments, e.g., department chair, program or discipline coordinator, and faculty governance. This has led to misunderstandings with respect to scheduling of instructional courses for the fall, 2010 semester.

Under the provisions of the current Agreement, the parties are meeting to discuss, revise, and propose a replacement for the prior CCCM 2250, July 2001. I assume, per the recommendation of the joint committee, that for instructional activities, contact hours have been equated based on the existing ratios to 27 Student Credit Hours (SCH) per academic year. As for non-instructional teaching equivalencies, it is my assumption that the provisions of CCCM 2250 continue to be applied in the same manner as they have in the past, subject to the revision of the instructional standard of 27 SCH, until such time as the work of the Community College Teaching Equivalency Committee has been concluded.

For the purposes of clarity and informed decision making, I request that you or your administrators provide each faculty member receiving a teaching equivalency for a non-instructional assignment with a written memo stating the number of teaching equivalency hours that are being assigned to the specific duty. Obviously, an individual can choose to not accept such an assignment if they feel the number of teaching equivalencies is insufficient for the demands of the work. In such cases, they can fulfill their professional

UNIVERSITY OF HAWAII PROFESSIONAL ASSEMBLY

1017 Palm Drive · Honolulu, Hawaii 96814-1928
Telephone: (808) 593-2157 · Facsimile: (808) 593-2160
Web Page: <http://www.uhpa.org>



obligations by accepting the standard teaching assignment of 27 SCH per academic, or equivalent instructional contact hours.

I appreciate your attention to this very critical and time sensitive matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'J.N. Musto', with a long horizontal flourish extending to the right.

J.N. Musto, Ph.D.
Executive Director

JNM:ksy

cc: Joel Peralto
Derek Oshiro
Sharon Rowe
Richard Randolph
James De Ste Croix
Benjamin Marquez
Leticia Colmenares
Noreen Yamane
Erica Lacro
Louise Pagotto
Ramona Kincaid
Michael Pecsok
Suzette Robinson
Richard Fulton
Sandra Uyeno