MEMORANDUM

July 3, 2008

TO: Harry Davis
   Faculty Senate Chair

FROM: Leon Richards
      Chancellor

Subject: Your April 7, 2008, Summer Workload Memo

Thank you for your memo on summer workload dated April 7, 2008. I believe that we can agree that our responsibility is to maintain the highest possible quality in our education services to our students and that this can be accomplished by continuing to work together.

We have committed to increasing summer session enrollment to 5,000 students by summer 2015. Thus, it is imperative that our summer session program be of the highest quality to maintain the desired level of enrollment.

The summer workload guidelines outlined in my memo of March 4, 2008, are based on a standard of 1.5 - 2 hours of out-of-class work (research, preparation, consultation, formative feedback, and assessment) for each hour of class time. This calculation is the basis for the fifteen semester credit hours teaching workload assigned to faculty in the regular academic semester.

During the summer, two sections of a three-credit course equals 13.3 hours of class time per week and 20 - 26.5 hours of outside—of-class work or approximately 33.3 - 39.8 hours per week, which is approximately equivalent to a fulltime work week. The guidelines extend the workload limits to eight credits per session in order to accommodate those who teach four-credit courses (language courses) or three-credit courses with one-credit labs attached (science courses); those faculty who teach eight credits of such classes in one session are limited to four credits in the other session (for a total of 12 credits for the summer, the same overall limit for those faculty who teach three-credit classes).
The summer workload guidelines (12 credits in 12 weeks of classes) are aligned to the academic year workload (15 credits in 15 weeks of classes), that is, one credit per week. It has been noted that there are non-teaching duties in the academic year (e.g., committee work) that are not required of faculty during the summer. However, it should also be noted that during the academic year, the on-duty period in a semester is 19 or 20 weeks long, not 15 weeks, with 4 - 5 weeks available for non-teaching duties. In addition, the final assessment for courses takes place in the 16th week of the academic semester, whereas in summer school, assessment takes place within each of the six-week sessions; finally, a three-credit course load reduction for non-teaching duties is provided after a semester of teaching 15 credits during the academic year and reassigned time is provided to those faculty who have assumed responsibilities beyond the normal expectation the time necessary to meet both their remaining teaching obligations, and the demands of their additional responsibility.

Your memo states that the summer school workload guidelines discriminate against nine-month Kapi'olani faculty who wish to teach at Kapi'olani during the summer because “KCC faculty who teach somewhere else are not affected nor are faculty and lecturers who teach part time at KCC and at other campuses, nor are lecturers that have fulltime employment in addition to teaching part time at KCC.”

Regarding Kapi'olani CC faculty who teach elsewhere: Kapi'olani CC cannot dictate summer school workload guidelines at other campuses. However, the deans of Instructions from all the UHCC campuses discussed summer workload at two meetings and voted at a third meeting on January 17, 2007, at Windward Community College, to support the guidelines of 12-credit per 12-week summer sessions, with a limit of 6 - 8 credits per session. The Council of Community College Chancellors reviewed the guidelines and agreed to support them.

Regarding faculty and lecturers who teach part-time at Kapi‘olani CC: your point is well-taken. During the academic year, a campus wishing to hire faculty and lecturers who are home-based at another campus must get permission from the home-base campus to make the assignments. This practice is not followed for summer school assignments since faculty are not on duty during the summer. I would like to ask the Faculty Senate to work with department chairs and deans to propose a process and procedures to implement Article XXI Salaries E.2 (Compensation During the Non-Duty Period) on this. Based on these guidelines, Kapi‘olani CC chairs will be asked to (1) require workload disclosure forms and updates from all faculty and lecturers applying to teach summer school at
Kapi‘olani CC; and (2) take into account other teaching assignments that the faculty and lecturers disclose in order to ensure that those who are also teaching at Kapi‘olani CC are within our guidelines for their total teaching loads. This disclosure of outside commitments should allow Kapi‘olani CC to manage the workload of its summer school faculty as fairly as possible. The contract provides for the need of such disclosure (Article XXI. Salaries, E.2 (Compensation During the Non-Duty Period). e. “Faculty Members on nine-month appointments may not teach for additional compensation in the summer session at the same time that they are receiving a summer research salary or any other compensation for services to the University.”

The chairs will also use existing BOR guidelines on the employment of lecturers who are full-time employees elsewhere to guide summer school course assignments to such lecturers. These guidelines can be found on page 9 - 6 of BOR Policies (Section 9-1 Personnel Status / a. Appointments / (6) Lecturers):

   g. Lecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than six-credit hours per semester or nine-credit hours during the academic year (the same limits as for full-time University faculty members).

Given that the summer session is six weeks rather than 15 weeks, or 40% of a semester, lecturers employed full-time elsewhere during the summer will not be assigned to teach more than three credits per summer session, except under extenuating circumstances.

Regarding the statement, “We also know of faculty who received very favorable teaching evaluations when teaching more than eight credits per summer session,” my understanding is that neither faculty nor lecturers are required to conduct or submit for review teaching evaluations during summer school. If you (1) know of any faculty or lecturers who have conducted such evaluations while teaching more than eight credits per summer session and (2) can provide an analysis of the evaluations in comparison to the evaluations of other faculty teaching three or six credits, please share the analysis with appropriate department chairs and deans for their review and consideration, should modifications be made in the future to the guidelines for summer school workload. However, your statement makes an important point: the college has no systematic way to assess the quality of summer session instruction and needs to start collecting such data in order to evaluate teaching effectiveness. Therefore, I am proposing that the Faculty Senate, department chairs and a couple of the
deans, work on developing guidelines requiring student evaluations and related assessments from all faculty and lecturers who teach in summer school. Such guidelines should ensure systematic assessment of our summer session program in the interest of providing the highest quality instruction to our students. These evaluations may be reviewed and considered by the chairs and deans, along with other factors, before making summer school assignments for the following year. Should faculty and lecturers not have any summer school teaching evaluations, evaluations from the academic year may be substituted.

LR:LP:DK:fm

c: Administrative Staff
   Faculty Senate members
   Department Chairs