

UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
Initial Lecturer Step Placement Form

Name: _____
Last, First, M.I.

Last 4 Digits SSN: _____

UH-CC Homepage: _____

Beginning with your present and most recent creditable teaching experience (see attached guidelines and criteria), provide the information requested below. If additional space is required, continue on a separate sheet and attach. **Documentation for employment must be attached in order to receive credit.** Documentation must verify the year, semester, course alpha, course number, course title, and credits for each class taught. Examples of acceptable documentation include: official memoranda from the Dean or other academic official, 5Bs or PNFs or Form 6s (both assignment and termination), or any other documentation which verifies the required information. Credit will not be given for a course(s) that has not yet begun.

Period of Employment		Course Alpha	Course Number	Title	# of Sections	Creditable teaching experience - UH System		Non-UH System credits (25 cr. Limit)				
Year	Sem/Qtr					Credits	Campus	Credits	Institution			
Creditable advanced degree*							+		+		=	

Total

*25 credits - Official transcripts that verify the completion of all degree requirements must accompany this form. If transcripts are being requested, they must be sent directly from the granting institution to the Office of Academic Affairs.

I certify that all statements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawaii.

I further understand that the credits I have requested on this application represent my total claim for credits toward my initial step placement. I understand that I am forfeiting credit for any experience dated on or before the date of my signature on this form and not listed herein.

 Signature of Lecturer

 Date

(Continued on back)

Total UH System Credits Approved: _____
Total Non-UH System Credits Approved (25 max): _____
Creditable Advanced Degree Approved (25 credits): _____
Other: _____

TOTAL Credits Approved: _____
Recommended Step Placement: _____
Effective (Semester/Year): _____

Dean

Comments:

Signature: _____

Date: _____

Vice Chancellor for Academic Affairs

Comments:

Signature: _____

Date: _____