TO: Deans, Department Chairs, School Directors, and Administrative Assistants

FROM: Lissia Gerber
Director, Human Resources Information Services

SUBJECT: Reasonable Assurance of Employment for Part-Time Faculty

It is the policy of The University of Akron to provide part-time faculty with a reasonable assurance of employment for teaching at the University for the next academic semester. The notice should be given in writing by November 1st and April 1st in the Fall and Spring semesters respectively. The notice must be received by the faculty member prior to the end of the current semester.

Attached is a sample letter. Please substitute the appropriate semester and year, where indicated, as well as the faculty member’s name. This correspondence may be delivered in person, through departmental mail, by email or by regular postal service mail.

With regard to “reasonable assurance”, there is currently no statutory definition. However, it is something less than a guarantee or a contract for services. Each department should have a well-developed estimation of the number of sections to be offered, based upon past experience and enrollment projections, in order to be able to offer reasonable assurance to the part-time faculty.

This policy is designed to give our part-time faculty as much notice as we reasonably can to assist them with their planning. The failure to give timely reasonable assurance of employment for the next semester can lead to the loss of valued faculty and increased unemployment charges to the department.

If you have any questions about this policy, please contact the Office of Academic Affairs.

Reference: 09/03/11 Memo to Deans/Chairs- OAA
H:HRIS/PT Faculty/Webpage Materials/Reasonable Assurance Memo/Rev 10/15
To: Part-time Faculty Member Name

From: Department Chair/School Director Name

Date:

RE: Projected (Semester/Year) PT Faculty Assignment

In reviewing the schedule for classes for (Semester/Year), it is apparent that our department/school will have courses offered for study for which you are qualified to teach and may have taught in the past. In the absence of an unanticipated decline in enrollment, or other unforeseen occurrences, I am offering you the opportunity to teach next semester at the same salary you received this (Current Semester/Year) semester, unless additional compensation is authorized by the University Board of Trustees upon the recommendation of senior academic administration. This offer will constitute reasonable assurance of employment for the next academic semester. I hope that you are willing and able to continue teaching our students. If you are available to teach next semester, please notify me at your earliest opportunity. If your plans change before the commencement of the semester, please contact me as soon as possible so that I may adjust my planning accordingly.

Your appointment is subject to and incorporates by reference all applicable state and federal laws and all rules of The University of Akron as adopted and from time hereafter amended by the Board of Trustees, including but not limited to those rules set forth in Section 3359 of the Ohio Administrative Code and the Bylaws, Rules, Regulations and Resolutions of the Board of Trustees as well as all applicable university, college and departmental policies and guidelines. Those rules which are filed with the Secretary of State may be located at: http://www.uakron.edu/ogc/UniversityRules/university-rules-by-number.dot

cc: department/school file