



**The University of Akron**  
**Human Resources Information Services**  
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**INTEROFFICE CORRESPONDENCE**

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DATE: April 15, 2009  
TO: Deans/Department Chairs  
FROM: Cathy Edwards, Director, Human Resources Information Services  
SUBJECT: **Summer 2009 Personnel Action Forms**

The following attachments are being provided to assist units in processing Summer 2009 *Part-time Teaching/Summer Session Personnel Action Forms* (PAF). This memo, along with the attachments, is also available on the web at: <http://www.uakron.edu/hr/PAF.php>.

**Attachment I:** General information for Processing 2009 Summer Session Personnel Action Forms which includes PAF deadlines, term effective dates to be used by HR and Payroll, full time and part-time faculty categories and rates, summer formulas and term load limits.

**Attachment II:** Procedure for processing “odd date” assignments and “one-time” payments.

**Attachment III:** Disclosure form – This form may be used in coordinating load limits for faculty members teaching in more than one department or college. The form is for departmental use only and does NOT need forwarded to Human Resources.

**PLEASE NOTE:**

The *Part-time Teaching/Summer Session PAF*, available on the web at: <http://www.uakron.edu/hr/PAF.php>, has been revised to reflect the new session schedule.

The following items should serve as reminders when processing Summer forms:

- **First Time Hires:** The employee’s signature and approval of the Senior Vice President and Provost, must be included on all new hire PAFs. An employees’ first appointment in a department is also considered a new hire. The employee’s resume must be included with all new hire PAF’s.
- **Form Access (where to get the PAF):** The *Part-time Teaching/Summer Session Personnel Action Form* is available on the web at <http://www.uakron.edu/hr/PAF.php>.
- **Form Completion:** Forms must be fully completed in accordance with the *Instructions-Part-time Teaching/Summer Sessions* available on the web at <http://www.uakron.edu/hr/PAF.php>. Incomplete forms will be returned to the initiating unit, which may cause delays in payment.

Note: A personnel action form should be processed for each “type” of activity. Example: All “research” activity for an individual should be on one PAF, “teaching” activity on separate PAF, “other” activity on another etc.

- **Load Limits:** Colleges are required to coordinate load limits for all employees. (See Attachment III)
- **Odd Date Assignments and One Time Payments:** Payment for activity that does not span a normal Summer Session or full month must be processed in accordance with Attachment II.
- **Orientation Packets:** The *Part-time Faculty Orientation Packet* is available on the web at <http://www.uakron.edu/hr/ptpackets.php>.

Distribution of the *Part-time Faculty Orientation Packet*, to all NEW part-time faculty members and faculty members who have had more than a twelve month separation of service from the university, is the responsibility of the hiring department. The following forms are required and must be completed according to the timelines noted below:

**Form I-9:** The U.S. Citizenship and Immigration Services department has made changes to the Form I-9. Departments must submit the Form I-9 to Human Resources with the hiring PAF; it must be completed by the department and employee within 3 days of hire. Failure to have the Form I-9 on file will bring penalties to both the University and the employee.

**DMA form:** All new hires must complete this form per the Department of Public Safety, Division of Homeland Security prior to beginning work.

**SSA-1945:** All new hires must complete this *Statement Concerning Your Employment in a Job Not Covered by Social Security* prior to beginning work.

- **Questions** regarding Summer 2009 PAF processing may be directed to Human Resources as follows:

	HR Personnel	Extension
Forms for Employee's Last Name Beginning With A-G	Judy Casserman	X6315
Forms for Employee's Last name Beginning with H-O	Keren Childers	X8399
Forms for Employee's Last Name Beginning With P-Z	Megan Richardson	X4910

- **Research/Grants:** PAFs that are funded wholly or partially through a grant account should be forwarded to the Controller's Office and Provost Office for approval prior to being sent to Human Resources.
- **Retired/Emeritus Faculty** must be classified based on 3359-20-061 and paid accordingly. Please refer to 3359-11-14 *Reemployment guidelines for superannuates who retire from The University of Akron through a retirement incentive program of The University of Akron* for additional guidance. "Retiree" or "Emeritus" should be noted in the FT EMPLOYEE or RETIREE field of the PAF.
- **Signature/Routing**

**Part-time Faculty New Hire:** Employee → Dean/Director of Initiating Unit → Controller's Office (only if grant funded) → Sr. VP & Provost → Human Resources

**FT CP or Staff Teaching Part-time:** Dean/Director of Initiating Unit → Dean/Director of Home Department → Controller's Office (only if grant funded) → Sr. VP & Provost → Human Resources

**All Other Summer PAFs:** Dean/Director of Initiating Unit → Controller's Office (only if grant funded) → Sr. VP & Provost → Human Resources

cc: Dr. Elizabeth Stroble, Senior Vice President and Provost  
 Dr. David Baker, Interim Senior Vice President and Provost  
 Mr. Rex Ramsier, Associate Provost  
 Mrs. Diane Shovestull, Payroll Manager  
 Mr. John Kovatch, Associate VP/Controller  
 Departmental Secretaries/Administrative Assistants

**Attachment I**  
**The University of Akron**  
**HUMAN RESOURCES INFORMATION SERVICES**

General Information for Processing 2009 Summer Session Personnel Action Forms

<b>Deadlines for Fully Approved Summer Session PAFs</b>		
TERM	DUE TO HR	PAY DATE
Summer Session I (1 <sup>st</sup> –5 wks.)	5/29/09 (corrections by 6/12/09)	6/19/09
Summer Session II (2 <sup>nd</sup> –5 wks.)	7/2/09 (corrections by 7/16/09)	7/24/09
Summer Session III (3 <sup>rd</sup> –5 wks.)	7/24/09 (corrections by 8/7/09)	8/14/09
Summer Session IV (4 <sup>th</sup> –5 wks.)	6/19/09 (corrections by 7/1/09)	7/10/09
8 Week Session (1 <sup>st</sup> -8 wks.)	5/29/09 (corrections by 6/12/09)	6/19/09 and 7/10/09 (5/8 then 3/8)
8 Week Session (2 <sup>nd</sup> -8 wks.)	7/2/09 (corrections by 7/16/09)	7/10/09 and 8/14/09 (3/8 then 5/8)
10 Week Session	6/19/09 (corrections by 7/1/09)	7/10/09 and 8/14/09 (1/2 then 1/2)
Odd Date Payments for May	5/18/09 (noon)	5/29/09
Odd Date Payments for June	6/16//09 (noon)	6/30/09
Odd Date Payments for July	7/13/09 (noon)	7/31/09
Odd Date Payments for August	8/11/09 (noon)	8/28/09

**Note:** PAFs that are not received in time for the specified pay will be paid on the next available pay of that type (ex: PAFs missing SSI pay will be paid with SSII pay).

<b>Summer Session Effective Dates</b> (HR/Payroll dates to be used for the TERM CODE specified on the PAF)		
TERM	Pay Group/Dates	
Summer Session I (1 <sup>st</sup> 5 weeks)	SS1	5/18/09-6/20/09
Summer Session II (2 <sup>nd</sup> 5 weeks)	SS2	6/22/09-7/25/09
Summer Session III (3 <sup>rd</sup> 5 weeks)	SS3	7/13/09-8/15/09
Summer Session IV (4 <sup>th</sup> 5 weeks)	SS4	6/8/09 – 7/11/09
Summer 8 Week Session I	SM8-1	5/18/09-7/11/09
Summer 8 Week Session II	SM8-2	6/22/09-8/15/09
Summer 10 Week Session	S10	6/8/09 – 8/15/09
May	OTH May 2009	5/1/09-5/31/09
June	OTH June 2009	6/1/09-6/30/09
July	OTH July 2009	7/1/09-7/31/09
August	OTH August 2009	8/1/09-8/31/09

<b>Faculty Rate Per Load Hour for Summer 2009</b>	
College Lecturer	\$1,000
Instructor	\$1,000
Assistant Professor	\$1,300
Associate Professor	\$1,500
Professor	\$2,100
Distinguished Professor	\$2,100

**Note:** See Summer 2009 Formula Chart for School of Law Rates

<b>Part-time Faculty Rates</b>	
PART-TIME LECTURER LEVEL	MINIMUM RATE PER CREDIT HOUR
Special Lecturer	Salary determined on case by case basis with Provost approval
Assistant Lecturer	\$600
Associate Lecturer	\$700
Senior Lecturer	\$800

**Note:** If the part-time lecturer is a university retiree or emeritus faculty member, “Retiree” or “Emeritus” should be noted in parenthesis after the lecturer title.

**Attachment I (continued)**  
**The University of Akron**  
**HUMAN RESOURCES INFORMATION SERVICES**  
 General Information for Processing 2009 Summer Session Personnel Action Forms

<b>Summer 2009 Formulas</b>		
Description	Formula	Definition
15 Week Effort Formula	<b><math>W + (1.25 * H) \leq 15</math></b> W = weeks of pay from grant or other "non-teaching" activity H = teaching load credit	Formula used to calculate summer pay limits when a combination of teaching and grant activity exists.
Summer Pay Rate per Load Hour for <b>School of Law</b>	<b><math>S \div 16 \times .75 = \text{rate per load hour}</math></b> S = 9 month Salary as of 5/1/09	Formula used to determine rate per load hour for School of Law. Equates to 75% of an academic year salary based on 16 load hours.
Summer Pay Rate for Week of Research	<b><math>S \div 37 = \text{Weekly Salary}</math></b> S = 9 month salary as of 5/1/09 37 = number of weeks in a 9 month contract	Formula used to determine weekly salary when paying from a grant.

**Summer 2009 Teaching and Grant Funded Load Policy**

Summer Pay Through Grants

$W \leq 15$  where W = # of weeks paid through grants

Summer Pay For Teaching

$H \leq 12$  where H = # of load hours paid for teaching

Maximum of 6 load hours in any 5 week session

Maximum of 8 load hours in any 8 week session

Summer Pay for Combinations of Grant Funded Work and Teaching

$W + 1.25 \times H \leq 15$

Teaching load hours (H) shall not be assigned by Chairs for any research-type courses (not only thesis and dissertation credits). Examples of such courses include but are not limited to those numbered 399, 490/590, 496/596, 498/598, 499/599, 604, 695, 698, 699, 797, 798, 799, 898, and 899.

Independent/individual study type courses, including but not limited to those numbered 397, 497, 597, 697, 797 and 897, fall under the AAUP contract, with compensation to faculty "...at an amount agreed upon after consultation among the dean, department chair, and bargaining unit member." These are handled on a case-by-case basis, and should only be considered if, and only if, the courses are needed for student graduation this Summer. (Each Personnel Action Form requesting faculty compensation in this category should be accompanied by a detailed rationale that includes information concerning the specific student(s) who would be served, and the situation that caused the student to require the course in question this Summer in order to graduate). Such courses are not to be used as a substitute for courses involving research-based activities.

Finally, per the AAUP contract, application of the small class formula is required for all other types of courses. Note that the AAF identifying code should be used for courses in which students are enrolled but require no actual faculty supervision (e.g. co-op or study abroad).

It is imperative that every Department, School and College administrative unit maintain a consistent application of this policy. Each unit will be asked to provide a justification of this Summer's faculty compensation expenses (with respect to last Summer's), during the next round of budget hearings. In any situation where interpretation of the AAUP contract or this policy is in doubt, please contact the Provost's office prior to approving and forwarding PAFs.

**Attachment II**  
**The University of Akron**  
**HUMAN RESOURCES INFORMATION SERVICES**  
 Processing “Odd Date” Assignments and “One Time Payments”

“Odd date” assignments include any activity to be paid that does not fall between the specific dates of the Fall, Spring, Summer I, Summer II, Summer III, Summer IV, Summer 8 Week I, Summer 8 Week II, or Summer 10 Week sessions.

**I. All “odd date” assignments for a period of more than one week or one month, should be submitted as follows:**

- a) Using the Part-time Teaching/Summer Sessions Personnel Action Form, the salary should be divided by the number of weeks or months and noted as weekly or monthly in parentheses next to the total amount in the SALARY PER TERM/BASIS field. Example: \$5,000 (5 weeks @ \$1,000/week)
- b) The effective dates of “odd date” assignments must be either an entire month(s) or specifically the beginning of a week (Sunday or Monday) and the end of a week (Sunday) to encompass the full weeks for which the activity occurs. For assistance with beginning and ending dates, please note the odd date calendar <http://www.uakron.edu/hr/odddates.pdf>

**EXAMPLE: A faculty member is to be paid \$6,000 for three months of research during the summer.** Note that when specific months are given as the term, HR will assume the beginning of the month and the end of the month as effective dates. The faculty member will be paid 1/3 the end of each month noted.

TERM CODE/YEAR: OTH June, July, August 2009  
 SALARY PER TERM/BASIS: \$6,000 (3 months @ \$2,000/month)

**EXAMPLE: A faculty member is to be paid \$1,000 for a workshop assignment that runs from 7/8/09 to 7/17/09.** Note these dates fall in the calendar weeks beginning Monday 7/6/09 and ending Sunday 7/19/09; this is a two week period. If the PAF is received by the pay deadline, the faculty member will be paid the total amount at the end of July.

TERM CODE/YEAR: OTH 7/8/09 – 7/19/09  
 SALARY PER TERM/BASIS: \$1,000 (2 weeks @ \$500/week)

**II. All “odd date” assignments which extend for a period of one week or less, are considered “one time” payments and should be submitted as follows:**

- a) Using the Part-time Teaching/Summer Sessions Personnel Action Form the salary should be divided by the number of days and noted as daily in parentheses next to the total amount in the SALARY PER TERM/BASIS field. Example: \$500 (2 days @ \$250/day)

**EXAMPLE: A part-time faculty member is to be paid \$600 for three days during the fall semester.**

TERM CODE/YEAR: OTH 8/26/09 – 8/28/09  
 SALARY PER TERM/BASIS: \$600 (3 days @ \$200/day)

**III. Payment of “odd date” assignments.** All payments will be prorated for the effective period and the portion due in a particular month will be paid the end of that month.

**Attachment III**  
**The University of Akron**  
**HUMAN RESOURCES INFORMATION SERVICES**  
 Notification of Other University Assignments

<b>Name:</b>		<b>Date:</b>
<b>Department(s):</b>		
<b>College(s):</b>		
<b>PT Faculty Category (Special/Assistant/Associate/Senior):</b>		
<b>Courses assigned for current term</b>		<b>Current term load hours</b>
<b>Other University employment – FT appointment (contract professional/staff/noncredit teaching)</b>		<b>Contact hours</b>
<b>Employee's signature:</b>		
<b>Department chair's signature:</b>		

**Note to all part-time faculty members:** If you are teaching during the current semester, please complete this form and return it to your department chair/program director. The responsibility for disclosure of this information rests with the respective faculty member; any consequences that arise from noncompliance rest with the faculty member. Any faculty members who exceed the load limits will have their pay reduced accordingly.

**Note to department chair/program directors:** If a part-time faculty is teaching in more than one department or college or has other university employment, please submit the completed form to the 2<sup>nd</sup> college's dean's office.

**NOTE:** Current policy for load limits is 12 paid load hours for one semester/21 paid load hours for the combined fall and spring semesters. Contract Professionals and Staff shall teach no more than four load hours or two courses (whichever is less) in a single semester (if receiving pay as a part-time faculty lecturer). Twelve (12) paid load hours is the maximum load for summer.