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INTEROFFICE CORRESPONDENCE

DATE: September 18, 2009

TO: Academic Deans/Department Chairs
Department Secretaries/Administrative Assistants

FROM: Megan Richardson, Keren Childers and Judy Casserman
HRIS Specialists

SUBJECT: Fall 2009 Academic Activity Reporting Requirements

As the 14th day activity has been loaded from the registrar's file, it is time to update the Academic Activity for the 9 and 12 month faculty and the graduate assistants. **All TAARs must be completed by October 16, 2009.**

For those who have not yet done so, please complete the TAAR's processing tutorial available on the Web at <http://www.uakron.edu/its/learning/training/TAARs.php>.

The goal of this reporting process is to identify the person responsible for each course/section offered. At the completion of the Academic Activity process, all course sections should be assigned to a full-time faculty member, a part-time faculty member or a teaching graduate assistant.

Term Academic Activity Reports (TAARs)

Full-time Faculty: A TAAR must be completed for each full-time 9 or 12 month faculty member. Teaching activity listed on the TAAR was taken from the registrar's files.

Graduate Assistants: A TAAR must be completed for all graduate assistants. For teaching graduate assistants, load hours should reflect teaching assignments only if the GA is the instructor of record.

Contract Professionals/Staff: No TAARs will print for this group of employees. If a Contract Professional or Staff member is teaching a class and NOT receiving additional pay, this activity must be completed on a Personnel Action Form. The title should indicate "AAF ONLY" and contain all required signatures (including Sr. VP & Provost).

Please note that TAARs are **NOT** required for part-time faculty. The activity for part-time faculty will be obtained and updated from the Personnel Action forms by HRIS.

Do not return the paper copies of the TAARs to Human Resources. The departments should forward the completed forms to their respective Dean for signature. The original forms should be retained by the department or Dean's office, as applicable for your college.

HRIS will run a K42 File Comparison on October 19th. This will verify that all classes have been accounted for.

If you have any questions regarding TAAR processing for Fall 2009, please contact Megan Richardson at mrichardson@uakron.edu (X4910), Keren Childers at kchilde@uakron.edu (X8399) or Judy Casserman at judy1@uakron.edu (X6315).