



THE UNIVERSITY OF AKRON
HUMAN RESOURCES OPERATIONS & EMPLOYMENT
Information for Part-time Faculty Personnel Action Processing

First Time Hires

1. The process for Part-time Faculty New Hires is located at <http://www.uakron.edu/training/RecruitSol.dot>.
2. All part-time faculty new hires or previous employees with a break in service greater than 13 months must complete the part-time faculty new hire process. All hires are subject to a successful background check.
3. When extending an offer of employment for new hires, please use the [Part-Time Faculty Offer Letter Template](#), which can be found on the Human Resources Forms Directory and on the Part-Time Faculty Hiring webpage. Once completed, the offer letter is to be emailed to your assigned primary recruiter, who will then schedule an appointment with the candidate to secure a signature of acceptance, and complete hiring forms and a background check.
4. Verification of credentials by obtaining official transcripts and any documents for certification is used to determine rank and pay rate. Employment is subject to receipt of these documents. This is required for all Part-Time Faculty.

Reappointments

The process for Part-time Faculty Reappointments is located at <http://www.uakron.edu/training/RecruitSol.dot>.

Personnel Action Form (PAF) Completion

NOTE: The Part-time Teaching/Summer Session PAF should **only** be used for teaching assignments not recorded on a reappointment spreadsheet, non-teaching assignments, odd-date assignments, data changes, and promotions.

1. The [Part-time Teaching/Summer Session PAF](#) is available on the [Part-Time Faculty Hiring webpage](#). It is vital to use the most current version of the form as updates occur each semester. The use of a prior version may cause a delay in processing and pay.
2. All PAFs must be completed in accordance with the [Instructions for Part-time Teaching/Summer Sessions PAF](#).

The following items should serve as reminders when processing Part-Time Personnel Actions:

1. Part-Time Faculty members are expected to work no more than twenty-nine (29) hours per week in combination of all assignments at The University of Akron. Weekly hours in excess of 29 must be pre-approved by the Department Chair.
2. Part-Time Faculty load assignments are limited to nine (9) credit hours during each Fall and Spring semester. Colleges are required to coordinate the load limits for all employees.
3. The dates for Fall and Spring sessions include an additional week. The additional week provides system access for entry of semester grades.
4. A separate PAF should be processed for each non-teaching “type” of activity. Example: All “research” activity for an individual should be on one PAF, “other” activity on another, “administrative” activity on another, etc.
5. When completing a PAF, please refer to the [Instructions for Part-time Teaching/Summer Sessions PAF](#). **It is necessary for all departments to properly track all academic activity details (e.g. teaching, non-teaching, administrative, research, other, etc.) so that Human Resources is able to accurately report academic activity to the Ohio Board of Regents.**
6. Payments to full-time Contract Professionals for teaching activity, which is in addition to their full-time salary, should be processed on a [Part-time Teaching/Summer Session PAF](#). Rationale that details how the additional assignment will not interfere with the employee’s regular full-time assignment must be attached or noted in the remarks area of the PAF. Note that Department Chair or Dean approval from the full-time employee’s home department is also required.
7. For Part-Time Faculty, the home department on the PAF should reflect where the teaching is actually being done.

Odd Date Assignments

Payment for activity that does not span full semester or summer session dates must be processed in accordance with the *Processing "Odd Date" Assignment* guidelines and *Odd Date Calendar* found on the [Part-time Faculty webpage](#) under the *Part-time Teaching/Summer Sessions Personnel Action Form* information.

Notification of other University Assignments

If a Part-Time Faculty member is teaching in more than one department/college or has other University employment, please submit the completed [Notification of Other University Assignments form](#) to the Dean's Office associated with the department/college of the secondary teaching assignment.

Reasonable Assurance Memo

Memo must be distributed prior to the end of the current semester once course enrollment is confirmed. Review the [Reasonable Assurance Memo](#) for additional information.

Research/Grants

PAFs that are funded wholly or partially through a grant account must be forwarded to the Controller's office for approval **prior to being sent to Human Resources.**

Retired/Emeritus Faculty

Retired/Emeritus Faculty must be classified based on University Rule 3359-20-061 and paid accordingly. "Retiree" or "Emeritus" should be noted in the FT EMPLOYEE or RETIREE field of the PAF.

NOTE: Retirees returning as Part-Time Faculty this term must complete the [Rehired Retiree Notification Form](#).

Signature/Routing

It is the responsibility of the department to assure load limits/guidelines are followed.

NOTE: If a Part-Time Faculty member is teaching in more than one college, the Dean of each college must sign the PAF to assure coordination of load.

All Part-Time Faculty PAFs should be routed for the following signatures of approval:

- Department Chair/Director, if required by Dean/VP
- Dean of initiating unit
- Controller's Office (only if grant supported)
- Senior Vice President/Provost

Full-Time, or Contract Professional PAFs (paid in addition to full-time salary) require the following signatures:

- Supervisor of FT position
- Department Chair/Director, if required by Dean/VP
- Dean of initiating unit
- Controller's Office (only if grant supported)
- Senior Vice President/Provost

Additional resources are available on the [Part-time Faculty webpage](#). Questions regarding Part-time Faculty processing may be directed to Hannah Kemp-Severence (x8399; hkempseverence@uakron.edu) or Derek Brown (x8402; djb132@uakron.edu).