

# Instructions for Completing the Part-Time Teaching/Summer Sessions Personnel Action Form

The **Part-Time Teaching /Summer Sessions Personnel Action Form (PAF)** is used for:

- Part-time faculty teaching assignments not assigned via spreadsheet
- All part-time faculty non-teaching assignments (research, administrative, or other)
- Odd date assignments (assignments that do not span the full fall or spring semesters, fall or spring 8wk1 and 8wk2 sessions, or summer session dates)
- Promotions
- Data changes (amendments to fall, spring, and summer assignments)
- Initial appointment or extension of summer administrative stipends (please note stipend on the paf)

FIELD	INSTRUCTIONS/DEFINITIONS														
Empl ID	Assigned employee ID														
Date Prepared	Date the PAF is prepared														
Preparer's Name	Initials of the person completing the form														
Name	Employee's name (Last, First, & Middle Initial)														
F/T Employee or Retiree	If the employee is a Full-Time Contract Professional and teaching part-time during the academic year or summer, their Full-Time title should be noted here. If the employee is a returning retiree, a "Retired" or "Emeritus" status should be noted here.														
Term Code and Year	Choose the appropriate term code and year using the drop-down box. If the appointment is an odd date assignment, choose "OTH See Dates Below" and fill in the below field with the applicable dates using the <i>Odd Dates Calendar</i> (found on the <a href="#">Part-Time Faculty Hiring Forms and Resources page</a> ) for reference.														
Action Code	Indicate the applicable "Action Code" to be used:														
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><i>Action Code</i></th> <th style="text-align: center;"><i>Description</i></th> </tr> </thead> <tbody> <tr> <td><b>HIR</b></td> <td>Hire; Use for an employee that has <i>not</i> previously worked in the department</td> </tr> <tr> <td><b>REH</b></td> <td>Rehire; Use for an employee that has previously worked in the department</td> </tr> <tr> <td><b>REH/PRO</b></td> <td>Rehire with promotion in rank</td> </tr> <tr> <td><b>REH/PRC</b></td> <td>Rehire with an increase in rate per load hour</td> </tr> <tr> <td><b>DTA/LOAD</b></td> <td>Data change; Use for a change to the total paid load for an assignment after the original PAF has been sent to HR. <b>Note: Always indicate "from" and "to" data where applicable.</b></td> </tr> <tr> <td><b>DTA/OTH</b></td> <td>Data change; Use for a change to an assignment, excluding changes in total paid load, after the original PAF has been sent to HR. <b>Note: Always indicate "from" and "to" data where applicable.</b></td> </tr> </tbody> </table>	<i>Action Code</i>	<i>Description</i>	<b>HIR</b>	Hire; Use for an employee that has <i>not</i> previously worked in the department	<b>REH</b>	Rehire; Use for an employee that has previously worked in the department	<b>REH/PRO</b>	Rehire with promotion in rank	<b>REH/PRC</b>	Rehire with an increase in rate per load hour	<b>DTA/LOAD</b>	Data change; Use for a change to the total paid load for an assignment after the original PAF has been sent to HR. <b>Note: Always indicate "from" and "to" data where applicable.</b>	<b>DTA/OTH</b>	Data change; Use for a change to an assignment, excluding changes in total paid load, after the original PAF has been sent to HR. <b>Note: Always indicate "from" and "to" data where applicable.</b>
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FIELD	INSTRUCTIONS/DEFINITIONS		
Action Code	<i>Action Code</i>	<i>Description</i>	
	<b>TER/CAN</b>	Termination; Use to cancel an assignment before it begins or terminate a current assignment	
	<b>HIR/STI OR REH/STI</b>	Initial summer stipend or extension of summer stipend <b>Note: Applies to administrative duties only.</b>	
Department of Teaching or Activity	Department where teaching or activity occurs		
Tax Location	City where teaching or activity occurs if other than 100% Akron		
Rank, PT Lecturer Level, or Title	If Part-Time Faculty only, refer to the drop-down box in the field for a list of valid values. This also applies to an employee who is a Full-Time Contract Professional. If Full-Time Faculty, key the employee's title into the field.		
Account Code	Account(s) that salary is paid from. <b>Note:</b> If paid from more than one account, list all accounts and percentages of distribution.		
Rate Per Load Hour	Compensation rate the employee is paid for each load hour		
Total Paid Load	Number of total <i>paid</i> load hours for the assignment		
Salary for Term/Basis	Rate per load hour multiplied by the total paid load, or total salary for non-credit assignment		
Employment Data	Indicate building, room number, phone number, zip+4 and supervisor		
<b>ACTIVITY</b>			
<b>COURSE TECH</b>			
<b><u>TRANS</u></b>	<b><u>TYPE</u></b>	<b><u>DEPT</u></b>	<b><u>CRS</u></b>
<b><u>SCT</u></b>	<b><u>COURSE/DESC/GRANT</u></b>	<b><u>TITLE</u></b>	<b><u>ENROLL</u></b>
<b><u>ACTUAL LOAD</u></b>	<b><u>PAID LOAD</u></b>	<b><u>TYPE</u></b>	<b><u>USED</u></b>
Course activity is listed in this area according to the <i>Instructions for Completing the Academic Activity Area of the PAF</i> detailed on the following pages. It is important to follow these guidelines, as the data reported in this area is used by the administration and for the course cost analysis. Since <b>Actual Load</b> and <b>Paid Load</b> may differ, this data is now <b>required</b> for all courses.			
Refer to the current version of <i>Dates &amp; Deadlines for Processing Part-time Faculty Personnel Actions</i> (located on the <a href="#">Part-Time Faculty Hiring page</a> ) for guidelines on load limits.			
<b>COMMENTS</b>			
Please add any comments/rationale relevant to this assignment.			
<b>APPROVAL SIGNATURE(S)/DATE – Approval signatures are REQUIRED as indicated on the PAF.</b>			
Supervisor (if FT CP or Staff)	If employee is a Full-Time Contract Professional and also teaching part-time, the full-time supervisor must sign the PAF to acknowledge this assignment will not interfere with the employee's full-time job duties.		

## Instructions for Completing the Academic Activity Area of the PAF

Use the following information as a guide to assist in completing the ACTIVITY section of the Part-time Teaching/Summer Sessions PAF, including assigning technology used, course section type, and load for administrative and other assignments.

FIELD	INSTRUCTIONS/DEFINITIONS
Trans	Indicate the appropriate transaction: (A) Add, (C) Change, or (D) Delete.
Type	Indicate the type of activity: (T) Teaching, (R) Research, (A) Administrative, or (O) Other.
Dept Crs Set	Indicate the department or college number, course number, and section number (EX: 7100:100-001).
Course Desc/ Grant Title	Indicate the title of the course (EX: Intro to Art) or grant title (EX: NASA Grant).
Enrollment	Enrollment must be indicated for <u>all</u> courses.
Actual Load	Indicate the number of <i>actual</i> load hours per course listed.
Paid Load	Indicate the number of <i>paid</i> load hours per course listed.
Course Type	The Ohio Board of Regents HEI requires a course type listed for each course. As many descriptors as apply may be used. See below table for valid values:
<i>Course Type</i>	<i>Description</i>
<b>LE (Lecture)</b>	Describes formalized instruction conducted on or off campus in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.
<b>DI (Discussion)</b>	Used in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. May be a formal class in which discussion, rather than lecture, is the pedagogical structure.
<b>SE (Seminar)</b>	Describes an educational experience which is less formal than a classroom, lecture, or discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations.
<b>RE (Recitation)</b>	Describes small breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
<b>LB (Lab)</b>	Describes an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member.
<b>CL (Clinical)</b>	Applies <u>only</u> to health technology programs. Describes a laboratory section which meets at a health-related agency facility in lieu of on-campus laboratory facilities. This provides a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The assigned instructor will be a full-time or part-time faculty member.

FIELD	INSTRUCTIONS/DEFINITIONS
<i>Course Type</i>	<i>Description</i>
<b>PR (Practicum)</b>	Describes an on- or off-campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on campus.
<b>FE (Field Experience)</b>	Describes planned, paid work activity which relates to an individual student's occupational objectives, such as geology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty adviser. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and the student's supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.
<b>ST (Studio)</b>	Describes music, performance art, and theater courses.
<b>IS (Individual Studies)</b>	Describes course sections in which a faculty member works with a student or small group of students. This may be associated with course work or with Master's and Doctoral-level requirements.
<b>TU (Tutorial)</b>	Use if individuals or groups of individuals are tutored by a faculty member or qualified individual.
<b>SP (Self-Paced)</b>	Use if individuals in a course may progress at their own pace. This includes independent learning.
<b>OT (Other)</b>	Use to indicate types of course sections that are not described by the above categories.

Technology Used	<p>Indicate the ways in which the curricular content is presented by faculty or incorporated in the learning experience offered by the course section. <i>Note:</i> Use this section for distance-learning courses only</p> <p>More than one of the following categories may be used in reporting the faculty member's relationship to the course section:</p>
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<i>Technology Used</i>	<i>Description</i>
<b>IT (Interactive TV)</b>	Use of live TV for transmitting course content to other locations outside the classroom and for facilitating discussion among participants at remote sites.
<b>CC (Cablecast)</b>	Cable television broadcast available at the scheduled meeting time of the class, enabling participation in discussions via telephone from home and other locations outside the classroom. Instructors are frequently available by telephone or in person for consultation.
<b>VI (Video)</b>	The use of pre-recorded and real-time video as part of the course section's instructional delivery. This may also be used to report live and pre-recorded audio.
<b>EM (E-mail)</b>	Use of e-mail in communicating curricular content or providing written exchanges among students and faculty members associated with the course section.

FIELD	INSTRUCTIONS/DEFINITIONS	
	<i>Technology Used</i>	<i>Description</i>
	<b>WE (World Wide Web)</b>	Use of Web to present course-related materials and links to supplementary sites.
	<b>CL (Computer Lab)</b>	Use for computer-based instruction and assignment of computer lab time for preparation of course papers, projects, and other submission requirements.
	<b>OT (Other Technology)</b>	Use to indicate other technologies such as overhead projectors, chalkboards, slide projectors, maps and charts, etc. that may not be considered emerging technologies. Also include in this category “hands-on” types of learning experiences such as setting up and testing of programmable machines.
	<b>N (None of the Above)</b>	Indicated with an “N” in the Technology Used column. Use this category to report emerging technologies that are not described in the aforementioned categories.
	<b>U (Unknown)</b>	Indicated with a “U” in the Technology Used column. Use this category only if the technology used in the course section is not known at the time of reporting.

## Guide to Section Codes for Research, Administrative, and Other Activity

### Administrative Activity

When completing activity on a PAF for an administrative assignment, list the department or college number, section code (from the list below), as well as the description and load hours for the assignment. All administrative assignments must include load.

Codes that can be used for graduate assistants are noted with an asterisk (\*). Section codes with a # should be numbered consecutively (1-9) when used more than once for the time period denoted on the PAF.

<b>Administrative Activity Section Codes</b>	<b>Description</b>
<b>AAD</b>	Assistant or Associate Dean
<b>ADC</b>	Dean
<b>ADH</b>	Department Chair
<b>*AC#</b>	College Administration
<b>*AD#</b>	Department Administration
<b>*AO#</b>	Other Administration
<b>DRA</b>	Doctoral Activities
<b>*IAC</b>	Coaching
<b>*IC#</b>	College Instructional Support
<b>*ID#</b>	Departmental Instructional Support
<b>*IO#</b>	Other Instructional Support

### **Research Activity**

When completing activity on a PAF for a research assignment, list the department or college number, section code (from the list below), and a brief description.

Codes that can be used for graduate assistants are noted with an asterisk (\*). Section codes with a # should be numbered consecutively (1-9) when used more than once for the time period denoted on the PAF.

<b>Research Activity Section Codes</b>	<b>Description</b>
<b>*RC#</b>	College research (University-funded)
<b>*RD#</b>	Departmental research (University-funded)
<b>*RF#</b>	Funded research (Externally-funded or sponsored; indicate grant number on PAF)
<b>TDR</b>	Thesis/Dissertation release

### **Other Activity**

When completing activity on a PAF for an assignment categorized as “Other,” list the department or college number, section code (from the list below), and a brief description.

Codes that can be used for graduate assistants are noted with an asterisk (\*). Section codes with a # should be numbered consecutively (1-9) depending on the number of assignments for the time period denoted on the PAF.

<b>Other Activity Section Codes</b>	<b>Description</b>
<b>FIL</b>	Faculty Improvement Leave
<b>LOA</b>	Leave of Absence/Sick Leave (All leaves other than FIL)
<b>*SA#</b>	Special Activities (Use for non-credit courses)
<b>WSA</b>	Workshop support (Note: Workshops that have an assigned department, course, and section number should be listed as a teaching assignment.)