**To:** **[NAME OF PART-TIME FACULTY MEMBER]**

**From:** Department Chair/School Director Name

**Date:**

**RE:** Projected **[SEMESTER/YEAR]** Part-time Faculty Assignment

In reviewing the schedule for classes for **[Semester/Year],** it is apparent that our **[department/school]** will have courses offered for which you are qualified to teach and may have taught in the past. In the absence of an unanticipated decline in enrollment, I am offering you the opportunity to teach next semester **[Course(s)]** 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 via email response to this memo by **[Month Day, Year (14-day response deadline)].** 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.

This offer is based on our best efforts to project our department’s likely enrollment for next semester. It is the current policy of The University of Akron to not allow full-time faculty to displace part-time faculty for class assignments. The collective bargaining agreement between the University and the Akron Chapter AAUP, does not grant faculty bargaining unit members any such right to displace part-time faculty members. Class assignments are made by administrators independently based upon departmental enrollment. Therefore, full-time faculty may not demand to replace non-tenure track faculty for teaching assignments.

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 accessed at:

<http://www.uakron.edu/ogc/UniversityRules/university-rules-by-number.dot>

cc: department/school file