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](http://www.uakron.edu/training/RecruitSol.dot).

2. When extending an offer of employment for new hires, please use the Offer Letter Template available on the Human Resources forms directory. Direct employees to Keren Childers (x8431) to begin the background check process. Refer to University Rule 3359-11-22 for further details.

3. Verification of credentials by obtaining official transcripts and any documents for certification is used to determine rank and pay rate and 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](http://www.uakron.edu/training/RecruitSol.dot).

Personnel Action Form (PAF) Completion

Note: The Part-time Teaching/ Summer PAF should only be used during Spring and Fall semesters and summer sessions for all 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 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. Forms 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. If a PAF is completed, the part-time faculty member must sign their PAF before it is submitted for processing.

2. In order to comply with requirements for the Affordable Care Act, part-time faculty teaching more than 4 credit hours must report actual hours worked through EmpCenter; hours are to be reported weekly. 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.

3. 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.

4. The dates for Fall and Spring sessions include an additional week. The additional week is required to provide employee access to report time to EmpCenter.

5. A personnel action form 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.

6. Payments to full-time contract professionals and exempt staff 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 FT employee’s home department, is also required.

7. Home Department: For Part-time faculty, the home department on the PAF should reflect where the teaching is actually being done. This is necessary to properly report academic activity to the Ohio Board of Regents.

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.
Orientation Packets

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:

1. **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; 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. For additional information, view the [I-9 online training](#).

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

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 2nd college's dean's office.

Reasonable Assurance Memo

Memo must be distributed prior to the end of the current semester (April & November). 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

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 PT Faculty this term must complete the STRS Part-time Faculty New Hire Notification Form.

Signature/Routing

It is the responsibility of the department to assure load limits/guidelines are followed. 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 PT Faculty PAFs require the following signatures:**
- Employee
- Department Chair/Director, if required by Dean/VP
- Dean of initiating unit
- Controller’s Office (only if grant supported)
- Senior Vice President/Provost

**FT CP or Exempt Staff PAFs (paid in addition to FT 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 Jacquelyn Rowan at ext. 8399 or [jpr19@uakron.edu](mailto:jpr19@uakron.edu).