### REAPPOINTMENT PROCESS: PART-TIME FACULTY

#### Step 1: Receive e-mail from HRIS
Human Resources Information Services (HRIS) will send an e-mail to each HPM with a spreadsheet attached of all part-time faculty active within 12 months.

#### Step 2: HPM: Complete the spreadsheet
Update the following columns on the spreadsheet:

- **Reappt**: Enter “Y” if the faculty member is being reappointed or “N” if they are NOT being reappointed. *NOTE: In order to process a reappointment, a “Y” MUST be entered in this field.*
- **Total Paid Load**: Enter the total paid load hours for the semester. *This must be 9 credit hours or less per semester for fall and spring. Adhere to load limit requirements for individual summer sessions.*
- **Acct Code & Percent**: Enter the account code and percent to be charged. The salary can be split between two accounts (Acct Code 1 & Acct Code 2). If the account code has not changed, enter “same” in this field.
- **Tax Location**: List location and percentage, if other than Akron.
- **Comments**: Enter any notes.
- **Dept, Course, Sect**: Enter the department, course, and section number for each course being taught. The spreadsheet contains fields for up to 10 courses.
- **Enroll**: Enter the enrollment for each course being taught. This information will be needed by the Dean’s Office and OAA to approve the courses taught based on the enrollment.
- **Paid Load**: Enter the paid load hours for each course being taught.

#### Step 3: HPM: Send the spreadsheet to the Dean’s office as an attachment

#### Step 4: Dean’s Office: Forward the spreadsheet to the Office of Academic Affairs (OAA)
This serves as the Dean’s approval.

#### Step 5: OAA: Forward the spreadsheet to Human Resources Information Services (HRIS)
This serves as OAA’s approval.

#### Step 6: HRIS: Process the spreadsheet
Once Human Resources Information Services (HRIS) receives the spreadsheet they will process the data as follows:

- If the employee IS reappointed, HRIS will:
  - Enter a reappointment row in PeopleSoft
  - Enter the courses in PeopleSoft
  - Perform load audit/credentials check to ensure load hour limits and credentials are in order
  - Generate reports for Payroll and the Office of Academic Affairs (OAA)

### Table: Sample Spreadsheet

<table>
<thead>
<tr>
<th>Reappt</th>
<th>Current Rate per Load Hour</th>
<th>Total Paid Load</th>
<th>Salary for Term</th>
<th>Acct Code 1</th>
<th>Distri 1</th>
<th>Acct Code 2</th>
<th>Distri 2</th>
<th>Dept 1</th>
<th>Course 1</th>
<th>Sect 1</th>
<th>Enroll 1</th>
<th>Paid Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>$550.00</td>
<td>3.00</td>
<td>$2,850.00</td>
<td>Same</td>
<td></td>
<td></td>
<td></td>
<td>6000</td>
<td>341</td>
<td>801</td>
<td>27</td>
<td>3</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

If the part-time faculty assignment is NOT for a FULL semester or FULL summer session: Process a PAF (rather than following the instructions provided in this job aid).