A part time faculty member is eligible for advancement once they have reached the following number of credit hours taught.

Assistant lecturer:
- Master’s degree with relevant experience; or
- Bachelor’s degree with twenty discipline related graduate credit hours

Associate Lecturer:
- Master’s degree with sixty semester hours of university level teaching experience, documented excellence in teaching, and relevant experience; or
- Master’s degree with fifteen credit hours of discipline related post master’s level coursework, and relevant experience

Senior Lecturer:
- Relevant doctoral degree; or
- Master’s degree with one hundred semester hours of university level teaching experience, documented excellence in teaching, and relevant experience

Keep in mind teaching experience does not have to be only UA.

What you need to do:

1. Contact HRIS x8399 and request a verification of hours taught here at the University and for any other universities you have taught at. Grad Assistant hours do not count and the hours must be completed, not in progress.

2. Complete the BCAS Re-Classification form.

3. Provide current vitae.

4. Provide letter requesting the change.

Submit all paperwork to units Chair or Director for signature; it will then be forwarded to BCAS Dean’s office.
### Buchtel College of Arts and Sciences
#### Part-Time Faculty Re-Classification Form

**NAME:**

**EMPLOYEE ID OR SOC #:**

**EDUCATION**

<table>
<thead>
<tr>
<th>COLLEGE/UNIVERSITY</th>
<th>DEGREES RECEIVED</th>
<th>DATE</th>
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</thead>
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**OTHER EDUCATION**

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<tr>
<th>INSTITUTION</th>
<th>TRAINING/LICENSE/CERTIFICATE</th>
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<th>LOCATION (CITY, STATE)</th>
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**COURSES TAUGHT AT THE UNIVERSITY OF AKRON**

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<th>NO./HRS. TAUGHT</th>
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<th>(TO)</th>
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<tbody>
<tr>
<td>COURSE NAME</td>
<td>DEPARTMENT</td>
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**COURSES TAUGHT AT OTHER INSTITUTIONS**

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<th>DEPARTMENT</th>
<th>NUMBER/SEMESTERS</th>
<th>NUMBER/HRS.</th>
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</table>

**OTHER RELEVANT PROFESSIONAL AND CLINICAL EXPERIENCE**

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<tr>
<th>NATURE OF EXPERIENCE</th>
<th>ORGANIZATION</th>
<th>DURATION/DATES</th>
</tr>
</thead>
</table>

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**RECLASSIFICATION FROM:**

- [ ] Special Lecturer
- [ ] Assistant Lecturer
- [ ] Associate Lecturer
- [ ] Senior Lecturer

RATE/LOAD HOUR: __________

**RECLASSIFICATION TO:**

- [ ] Assistant Lecturer
- [ ] Associate Lecturer
- [ ] Senior Lecturer

RATE/LOAD HOUR: __________

EFFECTIVE: ____________ (SEMESTER) ____________ (YEAR)

**APPROVALS:**

- Dept. Chair: ___________________________ Dept. Name: ___________________________ Date: ______________
- Dean: ___________________________ College: Arts and Sciences ___________________________ Date: ______________
- Provost: ___________________________ Date: ______________