

**THE UNIVERSITY OF AKRON
HUMAN RESOURCES**

**Dates & Deadlines for Processing Part-time Faculty Personnel Actions
Spring 2023**

Deadline for Spring Full Term and 8 Week 1 Part-time Faculty Spring Reappointment Spreadsheets*
DUE TO DEAN'S OFFICES 12/09/2022

Deadline for Spring Full Term and 8 Week 1 Part-time Faculty Spring Reappointment Spreadsheets*
DUE TO HUMAN RESOURCES 12/16/2022

Deadline for Spring 8 Week 2 Part-time Faculty Spring Reappointment Spreadsheets*
DUE TO DEAN'S OFFICES 03/06/2023

Deadline for Spring 8 Week 2 Part-time Faculty Spring Reappointment Spreadsheets*
DUE TO HUMAN RESOURCES 03/10/2023

*Reappointment spreadsheets are to process full spring, 8 week 1, and 8 week 2 semester part-time faculty appointments.

Spring 2023 Effective Dates	
TERM	DATES USED BY HR OPERATIONS & EMPLOYMENT
Spring 2023	01/09/23-05/14/23
Spring 8 Week 1 2023	01/09/23-03/12/23
Spring 8 Week 2 2023	03/06/23-05/14/23

*These deadlines pertain to the first part-time faculty pay to be distributed on February 3, 2023. New hires and reappointment spreadsheets that are not received in time for this pay will be paid on the next available pay.

Deadlines for Fully Approved Odd Date Assignments		
TERM	DUE TO HUMAN RESOURCES	PAY DATE
Odd Date Payments for January	01/09/2023	01/31/2023
Odd Date Payments for February	02/07/2023	02/28/2023
Odd Date Payments for March	03/21/2023	03/31/2023
Odd Date Payments for April	TBD	04/28/2023
Odd Date Payments for May	TBD	05/31/2023

The complete Payroll Calendar is available at <http://www.uakron.edu/controller/payroll.dot>

Part-time Faculty Rates	
PART-TIME LECTURER CATEGORY	MINIMUM RATE PER LOAD HOUR
Assistant Lecturer	\$618.00
Associate Lecturer	\$721.00
Senior Lecturer	\$824.00
Special Lecturer	Salary determined by Provost approval.

Rule O.A.C.3359-20-06.1 eliminates the upper salary limit for each of the part-time faculty ranks to eliminate the need to change the upper limits annually, thus allowing salaries to fluctuate upward within a category within a discipline to address market realities.

Load Limits	
CATEGORY	LOAD LIMITS
Assistant, Associate, Senior & Special Lecturer	A maximum of 9 per semester

Note: If the part time lecturer is a university retiree or emeritus faculty member, "Retiree" or "Emeritus" should be indicated on the PAF in "FT Employee or Retiree" section
 *Per load hour rates apply to regularly scheduled classroom or field classes that meet minimum enrollment numbers of ten (10) for graduate courses and twelve (12) for undergraduate courses. Courses approved at fewer than the minimum number of students will be paid on a pro rata basis.