**THE UNIVERSITY OF AKRON**

**HUMAN RESOURCES OPERATIONS & EMPLOYMENT**

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

**Fall 2019**

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| Deadline for Part-time Faculty Fall Reappointment Spreadsheets* | DUE TO DEAN’S OFFICES | 08/16/2019 |
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*Reappointment spreadsheets are to process full fall semester part-time faculty appointments.

| Deadline for Part-time Faculty New Hires and Personnel Action Form Submissions | DUE TO TALENT DEVELOPMENT & HUMAN RESOURCES | 8/21/2019 |
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<table>
<thead>
<tr>
<th>Term</th>
<th>Dates Used by HRIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>08/26/2019-12/22/2019</td>
</tr>
</tbody>
</table>

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These deadlines pertain to the first part-time faculty pay to be distributed on September 30, 2019. New hires that are not fully executed and reappointment spreadsheets that are not fully approved and received in time for this pay will be paid on the next available part-time faculty pay.

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<table>
<thead>
<tr>
<th>Term</th>
<th>Due to Human Resources</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odd Date Payments for August</td>
<td>08/12/2019</td>
<td>08/30/2019</td>
</tr>
<tr>
<td>Odd Date Payments for September</td>
<td>08/29/2019</td>
<td>09/30/2019</td>
</tr>
<tr>
<td>Odd Date Payments for October</td>
<td>10/08/2019</td>
<td>10/31/2019</td>
</tr>
<tr>
<td>Odd Date Payments for November</td>
<td>11/05/2019</td>
<td>11/27/2019</td>
</tr>
<tr>
<td>Odd Date Payments for December</td>
<td>12/03/2019</td>
<td>12/20/2019</td>
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</tbody>
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The complete Payroll Calendar is available at [http://www.uakron.edu/controller/payroll.dot](http://www.uakron.edu/controller/payroll.dot)

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<table>
<thead>
<tr>
<th>Part-time Faculty Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART-TIME LECTURER CATEGORY</strong></td>
</tr>
<tr>
<td>Assistant Lecturer</td>
</tr>
<tr>
<td>Associate Lecturer</td>
</tr>
<tr>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Special Lecturer</td>
</tr>
</tbody>
</table>

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.

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<table>
<thead>
<tr>
<th>Load Limits</th>
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</thead>
<tbody>
<tr>
<td><strong>CATEGORY</strong></td>
</tr>
<tr>
<td>Assistant, Associate, Senior &amp; Special Lecturer</td>
</tr>
</tbody>
</table>