Instructions for Completing the
Part-time Teaching/Summer Sessions Personnel Action Form

The Part-time Teaching /Summer Sessions Personnel Action Form (PAF) is used for:
- All part-time faculty non-teaching credit or noncredit assignments
- Teaching assignments that are less than full fall semester, spring semester, and summer session dates.
- Promotions
- Amendments to fall, spring, and summer assignments

Field Instructions: Use the tab key to navigate through fields on the form

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID:</td>
<td>Employee ID number</td>
</tr>
<tr>
<td>Date Prepared:</td>
<td>Date this PAF was completed</td>
</tr>
<tr>
<td>Preparer’s Initials:</td>
<td>Initials of person completing the PAF</td>
</tr>
<tr>
<td>NAME</td>
<td>Employee’s name (Last, First, &amp; Middle Initial)</td>
</tr>
<tr>
<td>F/T EMPLOYEE OR RETIREE</td>
<td>If the employee is a FT contract professional and teaching part-time during the academic year or summer, their FT title should be noted here. If the employee is a returning retiree, “Retired” or “Emeritus” note as applicable.</td>
</tr>
<tr>
<td>TERM CODE and YEAR (choose one)</td>
<td>Choose the appropriate term code and year using the drop down. If the appointment is an odd date assignment, indicate the dates as noted on the odd dates calendar.</td>
</tr>
<tr>
<td>ACTION CODE (choose one)</td>
<td>Indicate the applicable “action code” to be taken.</td>
</tr>
<tr>
<td>HIR</td>
<td>HIR The first time the employee is hired in a department</td>
</tr>
<tr>
<td>REH</td>
<td>REH An employee that has previously worked in this department</td>
</tr>
<tr>
<td>REH/PRO</td>
<td>REH/PRO A change in rank</td>
</tr>
<tr>
<td>REH/PRC</td>
<td>REH/PRC An increase to the rate per load hour</td>
</tr>
<tr>
<td>DTA</td>
<td>DTA A change to the assignment after the original PAF has been sent to HR. Always indicate “from” and “to” data where applicable</td>
</tr>
<tr>
<td>TER</td>
<td>TER A termination in assignment</td>
</tr>
<tr>
<td>STI</td>
<td>STI A stipend for administrative duties in the summer</td>
</tr>
<tr>
<td>TARP</td>
<td>TARP A retiree approved for participation in the Transition After Retirement program</td>
</tr>
<tr>
<td>DEPARTMENT OF TEACHING or ACTIVITY</td>
<td>Department where teaching or activity occurs</td>
</tr>
<tr>
<td>TAX LOCATION(if other than Akron)</td>
<td>Indicate city where teaching or activity occurs if other than Akron (ex: Medina, Millersburg, Wayne)</td>
</tr>
<tr>
<td>RANK, PT LECTURER LEVEL, OR TITLE</td>
<td>Title for this assignment</td>
</tr>
<tr>
<td>ACCOUNT CODE (if other than 100%, list distribution percentages)</td>
<td>Account that salary is paid from and percentage of distribution</td>
</tr>
<tr>
<td>RATE PER LOAD HOUR</td>
<td>Rate for each load hour</td>
</tr>
<tr>
<td>TOTAL PAID LOAD</td>
<td>Number of total load hours</td>
</tr>
<tr>
<td>SALARY FOR TERM/BASIS</td>
<td>Rate per load multiplied by the total paid load or total salary for assignment</td>
</tr>
<tr>
<td>EMPLOYMENT DATA</td>
<td>Indicate building, room, phone, zip+4 and supervisor</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>Course activity is listed in this area according to the Instructions for Completing the Academic Activity detailed on the following pages. It is important to follow these guidelines as the data reported is used by the administration and course cost analysis. Because ACTUAL LOAD and PAID LOAD may differ, this data is now required for all courses. Refer to the Dates &amp; Deadlines for Processing Part-time Faculty Personnel Actions for the current semester for guidelines on load limits.</td>
</tr>
<tr>
<td>APPROVAL SIGNATURE(S)/DATE – Approval signatures are REQUIRED as indicated on the PAF.</td>
<td>If employee is FT contract professional and teaching part-time the FT supervisor must sign to acknowledge this assignment will not interfere with their FT duties.</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR COMPLETING THE ACADEMIC ACTIVITY AREA OF THE PAF

The information that follows will assist in completing the ACTIVITY section of the Part-time Teaching/Summer Sessions PAF, including assigning technology used, course section type, and load for administrative and other assignments.

TRANS
Include the appropriate transaction: (A) Add (C) Change or (D) Delete

TYPE
Include the type of activity: (T) Teaching (A) Administrative (O) Other (R) Research

DEPT CRS SCT
Include the department or college number, course number, and section number (EX: 7100:100-001)

COURSE DESC/GRANT TITLE
Include the title of the course (EX: Intro to Art) or grant title (EX: NASA Grant).

ENROLLMENT
Enrollment must be indicated for all courses.

ACTUAL LOAD
Designate per course the number of actual load hours.

PAID LOAD
Designate per course the number of PAID load hours.

COURSE TYPES
The Ohio Board of Regents HEI requires a course type listed for each course. As many descriptors as apply may be used.

LE (Lecture): Formalized instruction conducted on or off campus in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.

DI (Discussion): Use in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. May be a formal class in which discussion, rather than lecture, is the pedagogical structure.

SE (Seminar): An educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations.

RE (Recitation): Describes small breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
LB (Lab): An educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member.

CL (Clinical): Applies only to health technology programs. A laboratory section which meets at a health-related agency facility in lieu of on-campus laboratory facilities. This provides a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The assigned instructor will be a full-time or part-time faculty member.

PR (Practicum): An on or off campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on campus.

FE (Field Experience): Planned, paid work activity which relates to an individual student’s occupational objectives, such as geology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty adviser. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and the student’s supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with the employer or supervisor.

ST (Studio): Use to describe music, performance art and theater courses.

IS (Individual Studies): Describes course sections in which a faculty member works with a student or small group of students. This may be associated with course work or with Master’s and Doctoral level requirements.

TU (Tutorial): Use if individuals or groups of individuals are tutored by a faculty member or qualified individual.

SP (Self-Paced): Use if individuals in a course may progress at their own pace. This includes independent learning.

OT (Other): Use to indicate types of course sections that are not described by the above categories.

TECHNOLOGY USED – USE THIS SECTION FOR DISTANCE LEARNING COURSES ONLY
Indicate the ways in which the curricular content is presented by faculty or incorporated in the learning experience offered by the course section. More than one of the following categories may be used in reporting the faculty member’s relationship to the course section.

IT (Interactive TV): Use of live TV for transmitting course content to other locations outside the classroom and for facilitating discussion among participants at remote sites.

CC (Cablecast): Cable television broadcast available at the scheduled meeting time of the class, enabling participation in discussions via telephone from home and other locations outside the classroom. Instructors are frequently available by telephone or in person for consultation.

VI (Video): The use of pre-recorded and real-time video as part of the course section’s instructional delivery. This may also be used to report live and pre-recorded audio.

EM (E-mail): Use of e-mail in communicating curricular content or providing written exchanges among students and faculty members associated with the course section.
WE (World Wide Web): Use of Web to present course-related materials and links to supplementary sites.
CL (Computer Lab): Use for computer-based instruction and assignment of computer lab time for preparation of course papers, projects, and other submission requirements.

OT (Other technology): Use to indicate other technologies such as overhead projectors, chalkboards, slide projectors, maps and charts, etc. that may not be considered emerging technologies. Also include in this category “hands on” types of learning experiences such as setting up and testing of programmable machines.

N (None of the above): Indicated with an “N” in the OT column. Use to report emerging technologies that are not described in the aforementioned categories.

U (Unknown): Indicated with a “U” in the OT column. Use this category only if the technology used in the course section is not known at the time of reporting

ADMINISTRATIVE ASSIGNMENTS
List the department or college number, section number (from the list below), as well as the description and load hours for the assignment. All administrative assignments must include load. Codes that can be used for graduate assistants are noted with an asterisk (*).

ADC - Dean
AAD - Assistant or Associate Dean
ADH - Department Chair
* AC# - College Administration
* AD# - Department Administration
* AO# - Other Administration
DRA - Doctoral Activities
* IAC - Coaching
* IC# - College Instructional Support
* ID# - Departmental Instructional Support
* IO# - Other Instructional Support
(# = 1 – 9)

OTHER ACTIVITY
List the department or college number, section number (from the list below), as well as a brief description. Codes that can be used for graduate assistants are noted with an *.

FIL - Faculty Improvement Leave
LOA - Leave of Absence/Sick Leave (All leaves other than FIL)
* SA# - Special Activities (Use for non-credit courses)
(# should be changed to numbers 1 - 9)
WSA – Workshop support Workshops that have an assigned department, course and section number should be listed as a Teaching Assignment

RESEARCH ACTIVITY
List the department or college number, section number (from the list below) and description.

* RC# - College Research (Internally funded by the University)
* RD# - Departmental Research (Internally funded by the University)
* RF# - Funded Research (Externally funded research or sponsored programs – indicate grant number)
TDR – Thesis/Dissertation Release