



**Human Resources
Part-time Teaching/Summer Sessions
Personnel Action Form**

*Sample: Part-Time Faculty Odd Date Assignment
("Other" Activity)*

Empl ID or SS# if New Hire:	123456
Date Prepared:	3/1/16
Preparer's Name:	ABC

NAME (Last, First, MI)	Doe, John
FT EMPLOYEE OR RETIREE (if FT, indicate FT title; if returning retiree, indicate "retired" or "emeritus")	
TERM CODE and YEAR (Choose One) For "OTH See Dates Below" refer to Odd Date guidelines	OTH See Dates Below 3/7/2016 To 3/13/2016
ACTION CODE (Choose One)	REH Rehire
DEPARTMENT OF TEACHING OR ACTIVITY	Music
TAX LOCATION (city, state & percentage where teaching, if other than 100% Akron. Example: Orville 50%, Akron 50%)	
RANK, PT LECTURER LEVEL, OR TITLE	Special Lecturer
ACCOUNT CODE (if other than 100%, list distribution percentages)	309875
RATE PER LOAD HOUR	
TOTAL PAID LOAD	
SALARY FOR TERM/BASIS	\$100 (1 week @ \$100/week)

EMPLOYMENT DATA	Building	Room	Phone	Zip + 4	Supervisor
	GH	270	1234	1002	XXXXXX

ACTIVITY (Use TRANS column for changes C=Change,D=Drop,A=Add)						COURSE	DL USE ONLY			
TRANS	TYPE	DEPT	CRS	SCI	COURSE/DESC/GRANT TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	TYPE	TECH USED
A	O	7500	000	SA1	Jazz Unit Ensemble					

Assistant, Associate, Senior and Special Lecturers agree to comply with the policies, rules and regulations of the University, as adopted and from time to time amended pertaining to part-time faculty appointments, including but not limited to, the administrative and academic requirements of the Sr. VP and Provost. Such rules and regulations are set forth in the University's Board of Trustees rules which are incorporated by reference as if fully rewritten herein. Rule numbers include but are not limited to 3359-11 et seq. and 3359-20 et seq.

Part-time faculty members are expected to work no more than twenty-nine (29) hours per week in combination of all assignments at The University of Akron (includes all campuses/locations). Two (2) hours of preparation /grading time for each load hour assigned above can be credited toward the 29 hours per week limit. Weekly hours in excess of 29 must be pre-approved by the department chair or immediate supervisor. Actual hours worked per week must be reported to the department chair or immediate supervisor on a regular basis.

COMMENTS: PLEASE REFER TO ODD DATE CALENDAR TO COORDINATE START/END DATES WITH PAY PERIOD

APPROVAL SIGNATURE(S)/DATE	
(1) Supervisor (if FT CP or Staff to acknowledge no conflict with reg FT duties) _____ (date)	(4) Dean (initiating unit) → Dean (home college if different from initiating unit) _____ (date)
(2) Employee (Part-time Only) _____ (date)	(5) Controller's Office (if grant supported) _____ (date)
(3) Dept Chair/Director _____ (date)	(6) Sr. VP and Provost _____ (date)
FULLY APPROVED PERSONNEL ACTION FORMS SHOULD BE FORWARDED TO HUMAN RESOURCES FOR PROCESSING	
HR Use Only	