

The University of Akron
HUMAN RESOURCES OPERATIONS & EMPLOYMENT
 Notification of Other University Assignments

Name:	Date:
Department(s):	
College(s):	
PT Faculty Category (Special/Assistant/Associate/Senior):	
Courses Assigned for Current Term	Current Term Load Hours
Other University Employment – FT Appointment (Contract Professional/Staff/Non-Credit Teaching)	Contact Hours
Employee's Signature:	
Department Chair's Signature:	

Note to all Part-Time Faculty members: If you are teaching during the current semester, please complete this form and return it to your Department Chair/Program Director. The responsibility for disclosure of this information rests with the respective faculty member; any consequences that arise from noncompliance rest with the faculty member. Any faculty members who exceed the load limits will have their pay reduced accordingly.

Note to Department Chair/Program Directors: If a Part-Time Faculty is teaching in more than one department/college or has other University employment, please submit this completed form to the Dean's Office associated with the department/college of the secondary teaching assignment.

NOTE: Current policy for load limits is a total of 9 load hours per semester. Contract Professionals and exempt Staff shall teach no more than 4 load hours or two courses, whichever is less, in a single semester, if receiving pay as a Part-Time Faculty Lecturer.