Good morning,

It is the policy of The University of Akron to provide part-time faculty with a reasonable assurance of employment for teaching at the University for the next academic semester. The notice should be given in writing for the fall and spring semesters, respectively. The notice must be received by the faculty member prior to the end of the current semester.

Department Chairs/School Directors are reminded that part-time faculty, who will be given class assignment(s) for the spring session, be given a written notice. This “reasonable assurance letter” defers the employee’s eligibility for unemployment compensation until the commencement of that semester if no assignment is given and is not a guaranty that the class will be held. Letters of reasonable assurance of teaching in the spring should be sent in good faith when it is (reasonably) likely that a class will be assigned. These letters can be sent any time before the end of the semester.

Please use the sample letter provided for distribution to your faculty. The letter was drafted in collaboration with our legal counsel. Please do not alter the content of the letter. Substitute the appropriate semester and year, where indicated, as well as the faculty member’s name and provide the deadline date for response of 14 days after receipt of the reasonable assurance letter. This correspondence may be delivered in person, through departmental mail, by email or by regular postal service mail.

With regard to “reasonable assurance”, there is currently no statutory definition.  However, it is something less than a guarantee or a contract for services.  Each department should have a well- developed estimation of the number of sections to be offered, based upon past experience and enrollment projections, in order to be able to offer reasonable assurance to the part-time faculty.

This policy is designed to give our part-time faculty as much notice as we reasonably can to assist them with their planning.  The failure to give timely reasonable assurance of employment for the next semester can lead to the loss of valued faculty and increased unemployment charges to the department.

If you have any questions about this policy, please contact [lrooks@uakron.edu](mailto:lrooks@uakron.edu) or 330.972.5144