REAPPOINTMENT PROCESS: PART-TIME FACULTY

Step 1: Receive e-mail from HR Operations and Employment
Human Resources will send an e-mail to each HPM with a spreadsheet attached of all part-time faculty active within 12 months.

Step 2: HPM: Complete the spreadsheet
Update the following columns on the spreadsheet:
- **Reappt**: Enter “Y” if the faculty member is being reappointed or “N” if they are NOT being reappointed. **NOTE: In order to process a reappointment, a “Y” MUST be entered in this field.**
- **Total Paid Load**: Enter the total paid load hours for the semester. **This must be 9 credit hours or less per semester for fall and spring. Adhere to load limit requirements for individual summer sessions.**
- **Acct Code & Percent**: Enter the account code and percent to be charged. The salary can be split between two accounts (Acct Code 1 & Acct Code 2). If the account code has not changed, enter “same” in this field.
- **Tax Location**: List location and percentage, if other than Akron.
- **Comments**: Enter any notes.
- **Dept, Course, Sect**: Enter the department, course, and section number for each course being taught. The spreadsheet contains fields for up to 10 courses.
- **Enroll**: Enter the enrollment for each course being taught. This information will be needed by the Dean’s Office to approve the courses taught based on the enrollment.
- **Paid Load**: Enter the paid load hours for each course being taught.

Step 3: HPM: Send the spreadsheet to the Dean’s office as an attachment

Step 4: Dean’s Office: Forward the spreadsheet to Human Resources Operations & Employment
This serves as the Dean’s approval.

Step 6: HR: Process the spreadsheet
Once Human Resources receives the spreadsheet they will process the data as follows:
- If the employee IS reappointed, HR will:
  - Enter a reappointment row in PeopleSoft
  - Enter the courses in PeopleSoft
  - Perform load audit/credentials check to ensure load hour limits and credentials are in order
  - Generate reports for Payroll and the Office of Academic Affairs (OAA)

If the part-time faculty assignment is NOT for a FULL semester or FULL summer session:
Process a PAF (rather than following the instructions provided in this job aid).