

### **3359-20-06.1 Part-time faculty appointments.**

#### **(A) Definition of part-time faculty**

- (1) The designation of lecturer is used for part-time faculty members. Part-time faculty are appointed by the board of trustees, for a particular term, upon recommendation of the department chair and approval of the dean of the college. Part-time faculty service requirement is limited to teaching responsibilities; all other activities are voluntary and shall not be considered to constitute full time responsibilities. (See faculty manual rule 3359-20-03 of the Administrative Code). The responsibilities of part-time faculty are:
  - (a) Develop the course syllabus for each section taught (unless the syllabus is standardized by the department)
  - (b) Hold classes on a regular basis according to the university schedule
  - (c) Keep required student grades
  - (d) Maintain the confidentiality of student records
  - (e) Maintain office hours or another method of allowing students in their classes to meet with them.
  - (f) Prepare and grade tests, quizzes, and other student assignments
  - (g) Attend scheduled departmental meetings when possible
  - (h) Provide current vitae and teaching portfolio to the department.

#### **(B) Definition of teaching portfolio**

- (1) The teaching portfolio is a file that is held by the department for each individual part-time faculty member. Items to be contained in the teaching portfolio for part-time faculty members are:

- (a) Current vitae
    - (b) Chair, mentor, or peer evaluations using documented expectations and evaluation methods standardized in the department or college
    - (c) Student evaluations using a standardized departmental form
    - (d) Course syllabus
    - (e) Other course information such as classroom assignments and tests
    - (f) Integration of innovative approaches to teaching such as:
      - (i) Computerized models
      - (ii) Lectures using integrated technology
      - (iii) Amount and quality of course material using the world wide web
      - (iv) Student projects using technology
    - (g) Participation in departmental workshops
  - (2) The responsibility for keeping the teaching portfolio up to date lies with the part-time faculty member.
- (C) Definition of relevant experience
- (1) Relevant experience is work experience that is directly related to the teaching responsibility the part-time faculty member will have at the university of Akron. Examples of relevant experience include but are not limited to:
    - (a) Relevant work experience includes, but is not limited to:
      - (i) Teaching experience
      - (ii) Professional experience

- (a) Clinical experience
  - (b) Similar teaching experience at a university
  - (c) Relevant special licensures or certificates through a recognized organizational body (local, state, or federal government or professional organization)
- (b) Record of activity in a relevant professional organization
- (D) Excellence in teaching
  - (1) Excellence in teaching is documented by the part-time faculty member's teaching portfolio. Any item in the teaching portfolio may indicate excellence in teaching; however, when documenting classroom performance, excellence is demonstrated by scores that are consistently above the department mean in the following areas:
    - (a) Student evaluations
    - (b) Peer evaluations
    - (c) Supervisor evaluations
  - (2) Additional items include, but are not limited to:
    - (a) Relevant awards
    - (b) Relevant commendations
    - (c) Faculty development
      - (i) Attendance at relevant workshops
      - (ii) Relevant presentations
- (E) Assignments and load ceilings for part-time faculty
  - (1) Part-time faculty members may be assigned to more than one

department.

- (a) Salary grade structure shall be consistent throughout colleges. Appointments shall be made using the salary grade chart.
  - (b) The level of salary grade of the appointment may be determined independently by each department and college based upon approved guidelines as outlined in paragraph (I) of this rule.
- (2) Part-time faculty members perform teaching responsibilities necessitated by enrollment demand; all assignments are dependent on expertise, enrollment and need. The needs of the individual college/department are determined by the dean in conjunction with the senior vice president and provost.
- (3) In order to provide maximum flexibility for academic units, part-time faculty may teach up to twelve credit hours in any given semester (fall or spring).
  - (a) Compensation for the teaching of twelve credit hours in any given semester shall not constitute de facto full time employment.
  - (b) While many part-time faculty may be reappointed from successive academic terms, the appointment and any reappointments confer no expectancy whatsoever of continued employment.
  - (c) No more than twenty-one total credit hours shall be assigned to any part-time faculty member for any academic year. The academic year is defined as fall and spring semester.
- (4) Part time faculty shall be compensated for teaching no more than nine credit hours during the summer session.
- (F) Recommended privileges that shall be made available to part-time faculty within the constraints of departmental space and budgets.

- (1) Faculty/peer mentor
  - (2) E-mail account
  - (3) Access to computer and internet connection with e-mail capabilities
  - (4) Access to telephone, voice mail and campus mailboxes
  - (5) Access to work space/office.
  - (6) Access to secretarial support
  - (7) Access to duplication services for coursework and examinations
  - (8) Full access to university libraries
  - (9) Opportunities for interaction with full-time faculty and information about departmental activities.
  - (10) Opportunities for and ability to contribute to discussions of curriculum issues.
- (G) Recognition of part-time faculty commitment to programs across the institution is important. Demonstration of this recognition, within the constraints of departmental space and budgets, may include but is not limited to:
- (1) Support for professional development
  - (2) Opportunity to request sections and teaching times
  - (3) Awards
  - (4) Including part-time faculty in professional opportunities
  - (5) The department may seek input from part-time faculty regarding curricular issues
  - (6) Re-classification to higher salary grade if the specified criteria are met

(H) Appointment contract periods, salary and grade levels

(1) Contract periods

- (a) Up to twenty-one credit hours per academic year
- (b) Nine credit hours during the fifteen week summer session
- (c) Semester-to-semester contracts dependent on enrollment and need

(2) Appointment and salary grades (salaries of current part-time faculty will not be reduced as a result of this policy.)

(a) Assistant lecturer

- (i) Salary range: no less than six hundred dollars per credit hour
- (ii) Master's degree with relevant experience; or
- (iii) Bachelor's degree with twenty discipline related graduate credit hours

(b) Associate lecturer

- (i) Salary range: no less than seven hundred dollars per credit hour
- (ii) Master's degree with sixty semester hours of university level teaching experience, documented excellence in teaching, and relevant experience; or
- (iii) Master's degree with fifteen credit hours of discipline related post master's level coursework, and relevant experience

(c) Senior lecturer

- (i) Salary range: no less than eight hundred dollars per

credit hour

- (ii) Relevant doctoral degree; or
  - (iii) Master's degree with one hundred semester hours of university level teaching experience, documented excellence in teaching, and relevant experience
- (d) Special lecturer
  - (i) Minimum of a bachelor's degree and/or related experience
  - (ii) Written justification and proof of a search for a qualified instructor with relevant credentials are required for the office of the senior vice-president and provost to approve the position
- (3) Salary ranges in all part time categories shall be reviewed annually by the planning and budget committee of the faculty senate.
- (4) Initial appointment shall be based upon credentials of the individual as they apply to the specific responsibilities and assignment at the university of Akron.
  - (a) The highest degree attained is that degree directly related to the teaching responsibility the part-time faculty member will have at the university of Akron.
  - (b) Relevant experience as defined in paragraph (C)(1) of this rule
  - (c) The exact salary within the specified category is dependent on the credentials as determined by the department that the individual is assigned subject to the approval of the appropriate department chair, dean, and the office of the senior vice president and provost.
  - (d) For both consistency across the institution and given the definition of part-time faculty in paragraph (A)(1) of this rule, the following shall not be considered for initial

appointment:

- (i) Publishing record of the individual
  - (ii) Service to the institution beyond what is stated in paragraphs (I)(4)(a) and (I)(4)(b) of this rule
- (5) Existing part-time faculty shall first be classified subject to the specific criteria for part-time faculty. Further considerations may be given for their efforts and service at the university of Akron. These considerations shall be based upon relevant work experience and teaching experience as follows:
  - (a) Professional work experience as it relates to teaching assignment
  - (b) Expertise in one's field
  - (c) Professional development
  - (d) Additional degree or certificate completion
  - (e) Documented excellence in teaching
- (I) A change in grade for a part-time faculty member may be recommended by the department chair and considered by the appropriate dean and the provost once the part-time faculty member has obtained the minimum credentials necessary for the next grade level. Changes in grade and salary can be effective in either the fall or spring semester. These changes shall be based upon:
  - (1) Excellence in teaching is documented in the individual's teaching portfolio. The following shall be used to evaluate classroom performance (See paragraph (B) of this rule for further information on teaching portfolios and paragraph (D) of this rule for further information on excellence in teaching):
    - (a) Student evaluations
    - (b) Peer evaluations



- (c) Supervisor evaluations
    - (d) Innovation in teaching techniques and through the use of technology
  - (2) Completion of the next relevant degree
  - (3) A minimum of one hundred semester hours of university level teaching experience is needed for persons without the relevant doctoral degree to obtain a senior lecturer status. However, one hundred semester teaching hours does not guarantee the part-time faculty member the rank of senior lecturer in a de facto manner.
  - (4) Part-time faculty have the right to appeal the classification level to the appropriate department chair. In the event the issue is not resolved, then the part-time faculty member may appeal the decision to the appropriate dean, and then to the office of the provost.
- (J) Items to be considered when determining merit recognition for part-time faculty. Each item in this section is to be taken as it applies to the teaching responsibilities of the individual at the university of Akron.
  - (1) Items to be considered for merit increases:
    - (a) The individual's teaching portfolio as defined in paragraph (B) of this rule
    - (b) Professional development specific to the course being taught
      - (i) Continuing course work toward a relevant degree
        - (a) Transcript required showing yearly progress
        - (b) Evidence of a plan of study provided
        - (c) Course work within the last eighteen months
      - (ii) Work toward an additional relevant certificate or

licensure

- (a) Evidence of course work is needed within the last 18 months
    - (b) Evidence of clinical work
    - (c) Evidence of a professional plan of study
    - (d) Evidence of relevant continuing work experience with increased responsibilities in area of expertise
  - (iii) Continuing education units in relevant areas of instruction as required by professional field (verification of attendance required)
  - (iv) Evidence of membership and active participation in professional organizations
  - (v) Conference attendance related to the field of instruction such as the opportunity to meet a specific departmental need through conference attendance and/or attendance at professional meetings that are agreed upon in advance by the part-time faculty member and the department. The department may provide funds for travel and attendance when possible.
- (2) Items that are not to be considered for merit increases:
- (a) Publishing record
  - (b) Service or committee work
- (3) Merit may include one or more of the following:
- (a) Reappointment
  - (b) Increase in compensation

(c) Support for professional development

- (K) Part-time faculty do not hold academic rank, and their grade designation is in no way related to the rank designations of full-time faculty.
- (L) The initial grade of a part-time faculty member is recommended by the department chair and approved by the dean of the college and the provost
- (M) If a part-time faculty member subsequently becomes a member of the full-time faculty, years of service as a part-time faculty member cannot be counted toward tenure or promotion.
- (N) Assignments for part-time teaching, day and evening, are made on the recommendation of the department chair with the approval of the dean of the college responsible for the course.
- (O) A completed application and acceptance agreement for part-time teaching at the university of Akron must be on file in the dean's office for each part-time faculty member. An application and acceptance agreement must also be completed with each change in grade designation.
- (P) Each semester the appropriate dean will notify each part-time faculty member in writing of specific class assignments
- (Q) Part-time group health insurance coverage benefit plan levels are the same as offered to full-time faculty and staff members. Premium costs for the coverage are paid entirely by the part-time faculty and staff members and will be the same as those charged to the university for full-time faculty and staff members.
  - (1) Eligibility criteria require that part-time employees be currently teaching/working at least one-half of a full-time equivalency during the semester for which coverage is requested, and the part-time faculty members must also have established a prior employment service relationship with the university for at least one of the three immediately preceding semesters or summer sessions. The prior employment service relationship requirement need not be at a level of at least one-half of a full-time equivalency.
  - (2) The office of benefits administration manages the program and premium collection.

(R) Additional considerations

(1) Responsibilities which shall not be required of part-time faculty:

(a) Conference attendance or presentations

(b) Attendance at social functions whether on or off campus

(S) Part-time faculty grievance procedures are set forth in rule 3359-23-02 of the Administrative Code and faculty manual.

Effective: November 5, 2004

Certification:

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Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: R.C. 111.15

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