



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

Empl ID or
SS# if New Hire:

Date Prepared:

Preparer's Name:

NAME (Last, First, MI)					
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					
ACTION CODE (Choose One)					
DEPARTMENT OF TEACHING OR ACTIVITY					
TAX LOCATION (city, state & percentage where teaching, if other than 100% Akron. Example: Orville 50%, Akron 50%)					
RANK, PT LECTURER LEVEL, OR TITLE If full-time faculty summer appointment, enter full-time title		PT:		FT:	
ACCOUNT CODE (if other than 100%, list distribution percentages)					
RATE PER LOAD HOUR					
TOTAL PAID LOAD		From:			
SALARY FOR TERM/BASIS		From:			
EMPLOYMENT DATA	Building	Room	Phone	Zip + 4	Supervisor

ACTIVITY (Use TRANS column for changes C=Change,D=Drop,A=Add)

TRANS	TYPE	DEPT	CRS	SCT	COURSE/DESC/GRANT TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	COURSE TYPE	DL USE ONLY TECH USED
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NOTE: 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.

If a Part-Time Faculty member is teaching in more than one department/college or has other University employment, a completed **Notification of Other University Assignments** form must be submitted to the Dean's Office associated with the department/college of the secondary teaching assignment.

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.

COMMENTS:

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) Appointing Authority's Signature (if applicable) (date)

FULLY APPROVED PERSONNEL ACTION FORMS SHOULD BE FORWARDED TO HUMAN RESOURCES FOR PROCESSING

HR Use Only	Date Processed:	BOT Date:	Payroll:	HR:	AAF:
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