

335920-06.1 Part-time faculty appointments

(A) Definition of parttime faculty

(1) The designation of lecturer is used for ~~part~~te faculty members. Parttime 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~~te 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 ~~3259~~3 of the Administrative Code). The responsibilities of ~~part~~te faculty are:

(a) Develop the course syllabus for each section taught (unless the

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 (l) of this rule.
- (2) Parttime faculty members perform teaching responsibilities necessitated by enrollment demand, 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 parttime faculty may be reappointed from C

- (2) E-mail account
 - (3) Access to computer and internet connection with 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 fulltime faculty and information about departmental activities.
 - (10) Opportunities for and ability to contribute to discussions of curriculum issues
- (G) Recognition of parttime 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 parttime faculty in professional opportunities
 - (5) The department may seek input from parttime 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 twentyone credit hours per academic year
- (b) Nine credit hours during the fifteen week summer session
- (c) Semesterto-semester contracts dependent on enrollment and need

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

(a) Assistant lecturer

- (i) Salary range: no less than~~six~~ 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~~se~~ 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~~ing~~ 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 parttime 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 parttime faculty in paragraph (A)(1) of this rule, the following shall not be considered for initial appointment:

(i)

- (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 that a part faculty member the rank of senior lecturer in a de facto manner.
 - (4) Parttime faculty have the right to appeal the classification level to the appropriate department chair. In the event the issue is not resolved, then the parttime 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 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~~ 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

~~(R)~~(Q) Additional considerations

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