

3359-20-06.1 Part-time faculty appointments

(A) Definition of parttime faculty

- (1) The designation of lecturer is used for ~~part~~ parttime 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~~ Parttime 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 3-25903 of the Administrative Code). The responsibilities of ~~part~~ parttime 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 ~~flowing~~ 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~~ parttime faculty member. Items to be contained in the teaching portfolio for ~~part~~ parttime 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

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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 (l(r (l)-2(s)-1(e9 0.004 Tc r9a)1(s)-46-2(i)-2(t)-2l0 [(s)-4guidegesurs in aT

nine credit hours during the summer session.

- (F) Recommended privileges that shall be made available to ~~part~~ 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 ~~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

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 parttime 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 parttime faculty shall first be classified subject to the specific criteria for parttime 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~~ parttime faculty member may be recommended by the department chair and considered by the appropriate dean and the provost once the ~~part~~ parttime 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

- (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~~ faculty.
- (L) The initial grade of a ~~part~~time faculty member is recommended by the department chair and approved by ~~the~~ ~~board~~ 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 ~~time~~part 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 ~~time~~part faculty member in writing of specific class assignments
- (Q) 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
- (R) Part-time faculty grievance procedures are set forth in rule ~~2359~~2 of the Administrative Code and faculty manual

Effective: ~~December 26, 2013~~

Certification:

Ted A. Mallo
Secretary
Board of Trustees

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