

**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 ~~3259~~ 32603 of the Administrative Code). The responsibilities of ~~part~~ parttime faculty are:

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







- (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 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

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- (i) Salary range: ~~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~~ 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~~ ~~off~~ 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 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

- (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 that a 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 ~~diel~~ (verification of attendance required)
- (iv) Evidence of membership and active participation in professional organizations
- (v) Conference attendance related to the field of

(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 or 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

