

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 for a particular term, upon recommendation of the department chair and approval of the dean of the college and the president or the president's designee(s). 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. 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 [in accordance with rule 3359-20-05.1 of the Administrative Code](#);
 - (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; [and](#)
 - (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;

~~responsibility the part time~~

(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~~Rank shall be consistent throughout colleges.
~~Appointments shall be made using the~~

(F) Recommended privileges that shall be made available to part-time faculty within the constraints of departmental space, ~~and~~ budgets, and available resources; include:

- (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~~ administrative 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; and
- (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, and available resources 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
- ~~(5) The department may seek input from part-time faculty regarding curricular issues~~

—

~~(iii)~~(ii)

~~service at the university of Akron. These considerations shall be based upon relevant work experience and teaching experience as follows:~~

- ~~in~~
- ~~(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~~[rank](#) for a part-time faculty member may be recommended by the department chair and considered by the appropriate dean and the [executive vice president and provost](#) once the part-time faculty member has obtained the minimum credentials necessary for the next [rank grade](#) level [as detailed in Section 3359-20-06.1\(H\) of the Administrative Code.](#) ~~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 as 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~~

~~£184.685 348.204 Td (e 0 1)Tj BT ET Q q BT 0.8 0 0 rg /T1_0 12 Tf 145.0 0 0 1 145.013 30~~

further

resources policies and procedures then in effect.

~~(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 eighteen months~~

~~(b) Evidence of clinical work~~

~~(c) Evidence of a professional plan of study~~

~~(d) Evidence of relevant continuing work experience with increased _____~~

(a) Publishing and

(b) Service on committees work

(3) Merit may include one or more of the following:

(a) Reappointing

(b) Increase in compensation

(c) Support for professional development

(K) Part-time faculty ~~rank~~ ~~do not hold academic rank, and their grade~~ designation is in no way related to the 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 ~~executive vice president and provost~~ ~~dean of the college and the~~ ~~board of trustees~~.

(M) If a part-time faculty member subsequently becomes a member of 67 (a9.667 (If)-469.667 (a)N

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

Effective: [5/7/2022](#)

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: 09/16/1996, 01/13/1997, 09/28/1997, 11/12/1997,
08/06/2001, 05/24/2002, 12/21/2002, 08/20/2004,
11/05/2004, 05/23/2013, 12/26/2013, 02/21/2014,
02/01/2015, 12/15/2018, [12/22/2019](#)