

REAPPOINTMENT PROCESS: PART-TIME FACULTY

NOTE: The instructions provided are for part-time faculty assignments for the full Fall Semester, Spring semester, and Summer sessions.

Step 1: Receive e-mail from HR Operations and Employment

Human Resources will send an e-mail to each HPM with a spreadsheet attached of all part-time faculty active within 12 months.

Step 2: HPM: Complete the spreadsheet

Update the following columns on the spreadsheet:

- **Reappt :** Enter “Y” if the faculty member is being reappointed or “N” if they are NOT being reappointed. *NOTE: In order to process a reappointment, a “Y” MUST be entered in this field.*
- **Total Paid Load:** Enter the total paid load hours for the semester. *This must be 9 credit hours or less per semester for fall and spring. Adhere to load limit requirements for individual summer sessions.*
- **Acct Code & Percent:** Enter the account code and percent to be charged. The salary can be split between two accounts (Acct Code 1 & Acct Code 2). If the account code has not changed, enter “same” in this field.
- **Tax Location:** List location and percentage, if other than Akron.
- **Comments:** Enter any notes.
- **Dept, Course, Sect:** Enter the department, course, and section number for each course being taught. The spreadsheet contains fields for up to 10 courses.
- **Enroll:** Enter the enrollment for *each* course being taught. This information will be needed by the Dean’s Office to approve the courses taught based on the enrollment.
- **Paid Load:** Enter the paid load hours for each course being taught.

Reappt Fall 20XX? Enter Y or N	Current Rate per Load Hour	Total Paid Load	Salary for Term	Acct Code 1	Distrb 1	Acct Code 2	Distrb 2	Dept 1	Course 1	Sect 1	Enroll 1	Paid Ld
Y	\$950.00	3.00	\$2,850.00	Same				6500	341	801	27	3
			\$0.00									

Step 3: HPM: Send the spreadsheet to the Dean’s office as an attachment

Step 4: Dean’s Office: Forward the spreadsheet to Human Resources Operations & Employment

This serves as the Dean’s approval.

Step 5: HR: Process the spreadsheet

Once Human Resources receives the spreadsheet they will process the data as follows:

- If the employee **IS** reappointed, HR will:
 - Enter a reappointment row in PeopleSoft
 - Enter the courses in PeopleSoft
 - Perform load audit/credentials check to ensure load hour limits and credentials are in order
 - Generate reports for Payroll and the Office of Academic Affairs (OAA)

If the part-time faculty assignment is **NOT** for a FULL semester or FULL summer session: Process a PAF (rather than following the instructions provided in this job aid).