

3359-20-06.1 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;
- (f) Integration of innovative approaches to teaching; and
- (g) Participation in departmental workshops.

(2) The responsibility for keeping the teaching portfolio up to date lies with the part-time

faculty member.

(C) Definition of relevant experience.

Relevant experience is work experience that is directly related to the anticipated university of Akron teaching assignment.

(1) Relevant work experience includes, but is not limited to:

- (a) Teaching experience;
- (b) Professional experience, including:
 - (i) Clinical or professional experience;
 - (ii) Similar teaching experience at another university;
 - (iii) Relevant special licensures or certificates through a recognized organizational body (local, state, or federal government or professional organization); and

(2) Record of activity in a relevant professional organization.

(D) Excellence in teaching.

(1) Excellence in teaching is documented by the part-time faculty member's teaching portfolio. Any item in the teaching portfolio may indicate excellence in teaching; however, when documenting classroom performance, excellence is demonstrated by scores that are consistently above the department mean in the following areas:

- (a) Student evaluations;
- (b) Peer evaluations; and
- (c) Supervisor evaluations.

(2) Additional items include, but are not limited to:

- (a) Relevant awards;
- (b) Relevant commendations; and
- (c) Faculty development, including:
 - (i) Attendance at relevant workshops; and
 - (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) Rank shall be consistent throughout colleges.

- (b) The level of rank of the appointment may be determined independently by each department and college based upon approved guidelines as outlined in paragraphs (G) and (H) of this rule.
 - (2) Part-time faculty members perform teaching responsibilities necessitated by enrollment demand; all assignments are dependent on expertise, enrollment and need. The needs of the individual college/department are determined by the dean and subject to approval by the executive vice president and provost.
 - (3) The maximum teaching load for part-time faculty in any given semester (fall or spring) or summer session is determined by the office of academic affairs (OAA) and will be made available by the office of human resources. .
 - (a) Compensation for teaching twelve credit hours in any given semester or summer session shall not constitute de facto full-time employment.
 - (b) Part-time faculty are appointed for one academic term. A part-time faculty member does not have a reasonable expectation of reappointment for the next academic term unless he or she receives from the department chair, school director, or dean written notice of a teaching assignment for the next academic term.
- (F) Recommended privileges that shall be made available to part-time faculty within the constraints of departmental space, 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 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, 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) Re-classification to higher salary rank if the specified criteria are met.
- (H) Appointment contract periods, salary and rank levels.
- (1) Contract periods shall be for the duration of the academic term for which the part-time faculty member has been appointed.
 - (2) Appointment and rank.
 - (a) Assistant lecturer:
 - (i) Master's degree with relevant experience; or
 - (ii) Bachelor's degree with twenty discipline related graduate credit hours.
 - (b) Associate lecturer:
 - (i) Master's degree with sixty semester hours of university level teaching experience, documented excellence in teaching, and relevant experience; or
 - (ii) Master's degree with fifteen credit hours of discipline related post master's level coursework, and relevant experience.
 - (c) Senior lecturer:
 - (i) Relevant doctoral degree; or
 - (ii) 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; and
 - (ii) Written justification and proof of a search for a qualified instructor with relevant credentials are required for the office of academic affairs to approve the position.
 - (3) 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 OAA; and
- (d) For both consistency across the institution and given the definition of part-time faculty in paragraph (A)(1) of this rule, the following shall not be considered for initial appointment:
 - (i) Publishing record of the individual; and
 - (ii) Service to the institution.
- (I) A change in 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 level as detailed in Section 3359-20-06.1(H) of the Administrative Code.
- (J) Part-time faculty may be eligible for merit recognition consistent with office of human resources policies and procedures then in effect.
- (K) Part-time faculty rank designation is in no way related to the rank designations of full-time faculty.
- (L) The initial rank of a part-time faculty member is recommended by the department chair and approved by the executive vice president and 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) Each semester the appropriate dean will notify each part-time faculty member in writing of specific class assignments.
- (P) Additional considerations.
 - Responsibilities which shall not be required of part-time faculty:
 - (1) Conference attendance or presentations; and
 - (2) Attendance at social functions whether on or off campus.
- (Q) Part-time faculty grievance procedures are set forth in rule 3359-23-02 of the Administrative Code and faculty manual.

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M. Celeste Cook
Secretary
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