

**3359-20-06.1 Part-time faculty appointments.**

(A) Definition of part-time faculty.

(1) The teaching position of a part-time faculty member shall be defined as a full-time faculty member who is employed on a non-tenure track basis and whose primary responsibility is to teach courses on a part-time basis.

(g) Attend scheduled meetings.

(h) Provide current information.

(B) Definition of teaching responsibilities.

(1) The teaching responsibilities of a part-time faculty member shall include the following:

(a) Current vitae.

(b) Chair, mentoring, and other methods studies.

(c) Student evaluation.

(d) Course syllabi.

(e) Other course materials.

(f) Integration of research and teaching.

(g) Participation in departmental activities.

(2) The responsibilities of a part-time faculty member shall include the following:

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

- (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



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