

A part time faculty member is eligible for advancement once they have reached the following number of credit hours taught.

Assistant lecturer:

- Master's degree with relevant experience; or
- Bachelor's degree with twenty discipline related graduate credit hours

Associate Lecturer:

- Master's degree **with sixty semester hours of university level teaching experience**, documented excellence in teaching, and relevant experience; or
- Master's degree with fifteen credit hours of discipline related **post master's** level coursework, and relevant experience

Senior Lecturer:

- Relevant doctoral degree; or
- Master's degree with **one hundred semester hours of university level teaching experience**, documented excellence in teaching, and relevant experience

Keep in mind teaching experience does not have to be only UA.

What you need to do:

1. Contact HRIS x8399 and request a verification of hours taught here at the University and for any other universities you have taught at. **Grad Assistant hours do not count and the hours must be completed, not in progress.**
2. Complete the BCAS Re-Classification form.
3. Provide current vitae.
4. Provide letter requesting the change.

Submit all paperwork to units Chair or Director for signature; it will then be forwarded to BCAS Dean's office.

**Buchtel College of Arts and Sciences
Part-Time Faculty Re-Classification Form**

NAME: _____ **EMPLOYEE ID OR SOC #:** _____
(FIRST) (MI) (LAST)

Education

COLLEGE/UNIVERSITY DEGREES RECEIVED DATE

Other Education

INSTITUTION TRAINING/LICENSE/CERTIFICATE DATE(S) LOCATION (CITY, STATE)

Courses Taught at The University of Akron

NO./SEMESTERS TAUGHT _____ **NO./HRS. TAUGHT** _____ **DATES: (FROM)** _____ **(TO)** _____
COURSE NAME DEPARTMENT

Courses Taught at Other Institutions

COURSE NAME DEPARTMENT NUMBER/SEMESTERS NUMBER/HRS.

OTHER RELEVANT PROFESSIONAL AND CLINICAL EXPERIENCE

NATURE OF EXPERIENCE ORGANIZATION DURATION/DATES

RECLASSIFICATION FROM:

Special Lecturer Assistant Lecturer Associate Lecturer Senior Lecturer

RATE/LOAD HOUR: _____

RECLASSIFICATION TO:

Assistant Lecturer Associate Lecturer Senior Lecturer

RATE/LOAD HOUR: _____

EFFECTIVE: _____ **(SEMESTER)** _____ **(YEAR)**

APPROVALS:

Dept. Chair: _____ Dept. Name: _____ Date: _____

Dean: _____ College: Arts and Sciences Date: _____

Provost: _____ Date: _____