

ATTACHMENT IV

**HUMAN RESOURCES INFORMATION SERVICES
Reasonable Assurance Memo**

Reasonable Assurance of Employment for Part-Time Faculty

It is the policy of The University of Akron to provide part-time faculty with a reasonable assurance of employment for teaching at the University for the next academic semester. Normally, notice should be given in writing by **November 1st** and **April 1st** in the Fall and Spring semesters respectively, but in any case, the notice should be received by the faculty member prior to the end of the current semester.

Below is a sample letter, which you are encouraged to use. Please substitute the appropriate semester and year, where indicated, as well as the faculty member's name. This correspondence may be delivered in person, through departmental mail, by email or by regular postal service mail.

With regard to "reasonable assurance", there is currently no statutory definition. However, it is something less than a guarantee or a contract for services. Each department should have a well-developed estimation of the number of sections to be offered, based upon past experience and enrollment projections, in order to be able to offer reasonable assurance to the part-time faculty.

This policy is designed to give our part-time faculty as much notice as we reasonably can to assist them with their planning. The failure to give timely reasonable assurance of employment for the next semester can lead to the loss of valued faculty and increased unemployment charges to the department.

If you have any questions about this policy, please contact the Provost's office.

Ref: 9/3/11 RAE memo to Deans/Chairs
H:HRIS/Procedures/Reasonable Assurance PT Fac/Memo

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