Section 6

EMPLOYMENT OF THE INSTRUCTIONAL STAFF

6.1 Search and Appointment Procedures - Academic Affairs Units

6.1.A General
The Academic Affairs Division has established search procedures for recruiting and appointing extended-appointment eligible administrative staff in Academic Affairs units and tenure-eligible instructional staff. Copies of these full procedures and all required forms are available from Academic Personnel Services.

6.1.B Selected Requirements
1. A Position Announcement Authorization (PAA) is needed to fill vacant or new positions. It must be completed in its entirety and must be forwarded to Academic Personnel Services with the signatures of the department chair/head of unit, dean, and executive director, if applicable. The Provost must approve all these PAAs.

2. If a search committee is used, it must be appointed with as diverse a composition as practicable. For a note concerning the constitution of this committee, see “Employment of Members of the Same Family.” The search committee or hiring unit must develop a recruitment plan, which is to be approved by the dean and executive director, if applicable.

3. The search committee or hiring unit for tenure-eligible searches must meet with the Office of Equity and Equal Opportunity to discuss the process of collecting the Applicant Flow Data.

4. All advertisements must include the date that screening of applicants will begin and the position’s essential duties, responsibilities, and required qualifications, as specified in the Position Announcement Authorization.

5. Candidates in the final interview pool for tenure-eligible or tenured positions must be approved by the dean, executive director, if applicable, and the Provost before they are invited to campus to be interviewed.

6. Once interviews have been completed and a candidate is identified for final consideration, the hiring unit must complete an Employment Recommendation form. The Employment Recommendation form, the original letter of application and the candidate’s vita, and copies of any correspondence that include desired terms of employment (e.g., chair’s letters) must be sent to Academic Personnel Services. This package, along with the PAA, applicant flow data, and candidate pool, is then submitted to the Provost for approval.

7. After approval by the Provost, a letter of offer is sent to the candidate by the President or Provost.

8. Written records of the recruitment and selection process must be kept by the hiring unit for at least six years. These records should include information on advertising, recruitment letters, telephone calls or other contacts, interview notes, applications received, letters of appointment or rejection, and specific steps taken to recruit women and minorities.

Search committees or hiring units should obtain a copy of the full Search and Recruiting Guidelines from Academic Personnel Services and review them carefully.
6.2 Contract of Employment
No contract of employment for more than one (1) year between any member of the instructional staff and the University is valid. Notwithstanding this fact, the principle of tenure shall be observed as an act of good faith on the part of the University. Financial exigency procedures are described in Section 9.5 of this manual. At the same time, it must be recognized by all concerned that changes in status or compensation may become necessary at any time because of reduction in financial support of the University. Under these circumstances, the President shall make a full explanation to the members of the instructional staff and the action of the Board must necessarily be final and not subject to the procedures described in other sections of this manual.

Duties of the instructional staff include, in addition to classroom teaching, many other components such as research, student advising and counseling, professional and institutional service, and committee assignments. Full-time members of the faculty are expected to attend all meetings of the Faculty Assembly.

The regular academic year, herein defined as the Fall and Spring Semesters, begins one week prior to the beginning of classes in the fall and ends the day of Commencement Exercises in May. For purposes of interpreting the individual terms, the Fall Semester begins one week prior to the beginning of classes and ends the last day of December final exams. The Spring Semester begins with the first day of classes in January and ends the day of Commencement Exercises in May.

Any major change or reassignment of duties of a member of the instructional staff shall include adequate notice, explanation, consultation, a sincere effort to find a mutually agreeable conclusion, and the right of appropriate appeal up to and including the Committee on Faculty Rights and Responsibilities and the President.

6.3 Assignment of Academic Rank
Except as hereinafter provided, all persons holding academic rank (other than positional rank) shall be assigned to an academic department and be recommended for appointment by the department. The essential factor in such appointment is recognition of a person’s competence in an academic discipline or area of knowledge administered by the department. Initially, it is the department that determines such competence. The recommendation for appointment is made by the department and shall be subject to approval by the academic dean of the appropriate division, the Provost, and the President. If the appointment involves instruction on a regional campus, approval by the executive director of that campus shall be required.

Exception may be made to the above paragraph only in a specific case when a person who would be acceptable for regular assignment to teaching or research is given another assignment within the University. In such instance the assignment will be made by the President, with concurrence of the Provost, the academic dean of the appropriate division, and the department concerned.

A person holding academic rank shall maintain that rank while serving the University in an administrative or other capacity. Such person has all the privileges, including maintaining tenure, which are incidental to his or her academic rank. Such person shall not be eligible for achieving tenure except for a department chair who is tenurable. Promotion in academic rank shall be in recognition of contributions to his or her academic discipline. Such promotion in academic rank shall be initiated by the department concerned and may only be made with the concurrence of the academic dean of the appropriate division, the Provost, the President, and the Board of Trustees.
6.4 Employment of Persons Holding a Miami Doctorate
The degrees of Ph.D. and Ed.D. may not be granted to any member of the Miami University faculty or staff who holds an academic rank above that of instructor. Effective January 1, 1979, a person whose highest degree is from Miami University may not occupy a tenurable rank unless one of the following conditions prevails:

1. the person achieved tenurable rank prior to January 1, 1979 (grandfather clause);
2. the highest graduate degree was obtained from Miami University before July 1, 1970;
3. since receiving the Miami degree, the person has been employed elsewhere for at least three years and has gained significant achievement;
4. since receiving the Miami degree, the person has earned a higher degree from another institution.

6.5 Overload Teaching
The University does not permit the use of overload teaching nor any other form of extra compensation as a recruiting inducement.

Overload teaching, when needed, is available to all members of a department. Overload teaching by a given faculty member during consecutive terms should be discouraged and avoided. Approval will be given for instructional staff members to teach up to three out of every four academic terms (excluding summer terms from consideration). Any appointment involving a faculty member’s teaching four (4) consecutive terms on an overload basis requires the approval of the Provost.

Overload teaching is available only to instructors in a department who are already teaching a "normal load" as defined by the department chair with the approval of the divisional dean. Persons not teaching a "normal load" as so defined are not eligible for overload assignments since it is assumed that anyone teaching less than a "normal load" has been granted this privilege to engage in some other scholarly or worthwhile endeavor.

No overload assignments are permitted on the campus where the instructional staff member is based.

Full-time administrators may receive, on the same basis as members of the instructional staff, additional compensation if the services rendered are outside normal responsibilities, and if the contracting administrator (e.g., summer workshop coordinator) does not report directly or indirectly to the administrator receiving additional compensation. For example, a dean may not receive additional compensation for a program involving his or her division. The arrangement for additional compensation must specifically be approved by the President prior to the time services are rendered. This policy may be waived under special circumstances with the approval of the President.

The President and the vice presidents may not receive any additional compensation for any programs dealing with Miami University.

6.6 Summer Session Teaching
Summer Session teaching is equally available to all tenure-track faculty in a department who are teaching a "normal load" as defined by the department chair with the approval of the divisional dean. While departmental policy and curricular needs may further specify eligibility: (1) no tenure-track rank will be systematically discriminated against in the selection of faculty; (2) faculty members shall not be required to teach during the Summer Session.
The University does not permit the use of "guaranteed" Summer Session teaching as a recruiting inducement.

While all regional campus summer courses are normally designated "enrollment contingent" (go/no go) the enrollment contingent classification for Oxford campus summer courses is reserved for unusual circumstances.

Summer Session faculty shall receive an appointment letter (written contract) specifying the nature and contingencies of contractual service. Faculty assigned to "enrollment contingent" courses shall be notified in advance as to the minimum number of enrolled students required to avoid cancellation.

In the event a "nonenrollment contingent" course is canceled, the contracted faculty will be given alternative duties for that session.

As a matter of policy, limits on earnings for the Summer Session faculty shall be made University-wide. No division shall impose limits at variance with University policy.

6.7 Assigned Research Appointments

6.7.A On-Campus

An Assigned Research Appointment provides for disciplinary and pedagogical research by releasing a faculty member from teaching for one semester. It assumes that the appointee will continue University assignments other than classroom teaching and, therefore, requires the appointee's presence on campus.

The terms of this program provide for release from teaching, full salary, the continuation of benefits based on full salary, and eligibility for salary increment and promotion.

The program is crucially important for extending the frontiers of knowledge. Specifics of the program are outlined below.

1. Application for Assigned Research is initiated through the department chair to the dean, Provost, and the President. When appropriate, the regional campus executive director should be involved. Final approval must be given by the President. The number of such appointments that can be approved in any given semester will depend in part upon the ability of the department in question and the University to meet all their obligations.

2. A reduced load for Assigned Research shall not normally be deemed to affect the eligibility of an individual member under the University's Faculty Improvement Program.

3. The appointment of a faculty member to Assigned Research ordinarily does not involve additional funding for a department. The application must indicate how the department will cover the load of the faculty member.

4. Members of the instructional staff in a tenured or tenure-eligible position are eligible for Assigned Research. Criteria for successful Assigned Research proposals may include but are not restricted to (a) the significance, originality, and feasibility of the project; (b) the soundness of the methodology proposed; (c) evidence that the proposer has taken into account the relevant existing work; and (d) the record of the proposer's scholarly or creative accomplishment.

5. Faculty members receiving an appointment for Assigned Research are obligated to remain at Miami during the ensuing academic year and to make a full report of the results of the assignment to the chair, dean, executive director if applicable, and Provost within ninety (90)
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days of the completion of the assignment. If a person chooses not to return to Miami University during the ensuing academic year, he or she is expected to refund compensation equal to that received for Assigned Research.

6. Anyone on Assigned Research Appointment will devote full time to the specific project and, therefore, will not be engaged in other activities for which remuneration is awarded (except as permitted when teaching full time and with appropriate approval).

7. Applications for appointment to Assigned Research should be received in the Academic Personnel Services Office by December 1 of the academic year preceding the leave period if one is to receive most favorable consideration.

8. Questions regarding the program policy and guidelines should be addressed to the Academic Personnel Services Office.

6.7.B Off-Campus
An Assigned Research Appointment - Off Campus permits a member of the instructional staff to spend a semester conducting research in an off-campus location when the nature of the research project makes absence from campus necessary. Normally, faculty not eligible for a Faculty Improvement Leave will be awarded an Assigned Research Appointment; but in unusual circumstances, when research away from campus is essential, an Assigned Research Appointment - Off Campus will be granted.

The terms of the program provide (from grant and University sources combined) full salary, the continuation of benefits based on full salary, and eligibility for salary increment and promotion.

1. Application for an Assigned Research Appointment - Off Campus is initiated through the department chair to the dean, Provost, and President. When appropriate, the regional campus executive director also is involved.

2. Receipt of an Assigned Research Appointment - Off Campus normally will not affect the eligibility of a person for a Faculty Improvement Leave.

3. The application for an Assigned Research Appointment - Off Campus must indicate how the department will cover the usual duties of the applicant during the semester of appointment, with the understanding that no additional funding for the department will be provided.

4. Members of the instructional staff in a tenured or tenure-eligible position are eligible for an Assigned Research Appointment - Off Campus. Criteria for evaluating applications include, but are not restricted to, the merit of the research project and the record of the proposer's scholarly or creative accomplishment.

5. Persons receiving an Assigned Research Appointment - Off Campus are obligated to remain at Miami during the ensuing academic year and to make a full report of the results of the assignment to the chair, dean, executive director if applicable, and Provost within ninety (90) days of the completion of the assignment. If a person chooses not to return to Miami during the ensuing year, he or she is expected to refund compensation equal to that received from the University for the Assigned Research Appointment - Off Campus.

6. Anyone on an Assigned Research Appointment - Off Campus will devote full time to the research project and, therefore, will not be engaged in other activities for which remuneration is awarded.
7. Applications for an Assigned Research Appointment - Off Campus should be received in the Academic Personnel Services Office by December 1 of the academic year preceding the leave period if one is to receive most favorable consideration.

8. Questions regarding the program and its guidelines should be addressed to the Academic Personnel Services Office.

6.8 Faculty Improvement Leave

The Faculty Improvement Program, established in conformity with Section 3345.28 of the Ohio Revised Code, provides extended periods for professional growth and development. It enables faculty development away from campus and requires seven years of full-time service for eligibility.

This program is crucially important for enabling the improvement of teaching techniques, extending the frontiers of knowledge, and maintaining the vitality of individual faculty members and programs.

The program provides release from teaching duties and other University assignments, either full compensation during one semester or two-thirds compensation during two semesters, continuation of University-provided insurance benefits and fee waivers, and eligibility for salary increment and promotion. For participants in the State Teachers Retirement System, contributions will be made as allowed by law. Participants in the Alternative Retirement Plan (ARP) who are on a two-semester Faculty Improvement Leave may make voluntary employee contributions equal to the amount they would have made on the one-third of their salaries that they would have received if they had not taken the leave. They must make this election, which is irrevocable, no later than the first day of the leave. For ARP participants who elect to make these voluntary employee contributions during a two-semester Faculty Improvement Leave, the University will provide an amount equal to what it would have paid as employer contributions on the one-third of their salaries that they would have received if they had not taken the leave, less applicable taxes. This amount will be paid to the ARP as additional voluntary employee contributions.

Specifics of the program are outlined below.

1. Application for a Faculty Improvement Leave is initiated through the department chair to the dean, Provost, and President. When appropriate, the regional campus executive director is also involved.

2. In any single year, because of commitments to teaching and service as well as to faculty development, the University customarily will not authorize more than thirty (30) Faculty Improvement Leaves.

3. Professional leave taken as a Faculty Improvement Leave shall not normally be deemed to be in lieu of Assigned Research (assigned duty in connection with a specific research, scholarly, or creative program).

4. A Faculty Improvement Leave ordinarily does not involve additional funding for a department. A request for Faculty Improvement Leave must indicate how the department will cover the load of the staff member applying for the leave. In rare instances when extreme hardship would result in a department if a Faculty Improvement Leave were granted, funds may be authorized by the Provost or dean to hire replacement staff.

5. All full-time, tenured members of the instructional staff with teaching loads who have served at least seven (7) years in any rank in full-time service are eligible for a Faculty Improvement Leave. Faculty Improvement Leaves are granted on the basis of the contribution that the appointee will make to the University upon returning to normal assignment. Years of service are
crucial for determining eligibility, but are not a major factor in discriminating among aspiring candidates.

6. A person may not receive a second (or "the next") Faculty Improvement Leave until seven (7) years have elapsed from the end of the previous Leave.

7. A request for a Faculty Improvement Leave should detail the activities proposed for the year or the term and indicate their significance for the mission of the University. They may relate to professional growth, disciplinary research, a research project dealing with the effectiveness of various instructional methods, or teaching development.

8. Persons receiving a Faculty Improvement Leave are obligated to remain at Miami during the ensuing academic year and to make a full report of the results of the assignment to the chair, dean, executive director if applicable, and Provost within ninety (90) days of the completion of the Leave. If a person chooses not to return to Miami during the ensuing academic year, he or she is expected to refund compensation equal to that received during the Faculty Improvement Leave.

9. Recipients of Faculty Improvement Leaves may receive money for approved study or research or other activities expressly related to the purpose of the leave without prejudice to their receipt of income from Miami, provided that the total remuneration from all sources (including Miami) does not exceed the recipient's annual Miami University salary.

10. In addition to salary, special arrangements may be made for grants to defray travel and similar coincidental expenses. These arrangements must, however, be approved in advance of the leave.

11. Applications for a Faculty Improvement Leave should be received in the Academic Personnel Services Office by December 1 of the academic year preceding the leave period if one is to receive most favorable consideration.

12. Questions regarding the program and its guidelines should be addressed to the Academic Personnel Services Office.

6.9 Other Leaves for the Instructional Staff
For information about other leaves available to the instructional staff, see Section 4 of this manual.