INDEX

NOTE
In addition to identifying the location of policies presented in the Miami University Policy and Information Manual, this index indicates where other University policies of broad interest can be found.

Page numbers in this index indicate locations in the Miami University Policy and Information Manual.

1219 Procedure, 33

Absence from class
  instructional staff, 51
  students, 95, Student Handbook

Academic administrators, 107

Academic
  actions, Student Handbook, General Bulletin
  calendar, Contact Registrar
  dismissal, Student Handbook, General Bulletin
  freedom, principles of, 49
  misconduct, Student Handbook, Graduate Student Handbook
  probation, Student Handbook, General Bulletin
  programs, Contact Academic Divisions, Departments or Degree-Granting Programs
  rank
    assignment of, 53
    qualifications for, 69
  regulations
    undergraduate, Student Handbook
    graduate, Graduate Student Handbook
    suspension, Student Handbook, General Bulletin

Adjunct ranks, 73

Administrative
  deliberative bodies, 4
  executive officers, Directory
  organization, 4
  staff - job responsibilities, 111, see unclassified administrative staff, 112

Admission, General Bulletin and/or Graduate Bulletin, Contact Admission Office, Graduate School
Advising, 51, Student Handbook
  See Chief Academic Advisers, Directory
Affiliate title, 73

Affirmative action, Contact Office of Equity and Equal Opportunity
Alcohol, use of on University property, 131, Student Handbook
All-University Committee for Evaluation of Administrators, 8, 108
Alternative Retirement Plan (ARP), Contact Human Resources, Dept. of Alumni activities/programs, 147, Contact Alumni Relations
Americans with Disabilities Act, 13
Animals
  control of dogs and other, 133
  in research, 124
Annuities, tax-deferred, Contact Human Resources, Dept. of
Appointment procedures
  Academic Affairs Division, 52, Contact Academic Personnel Services
  unclassified administrative, 112
Art Museum, facilities use guidelines, Contact Art Museum
Assigned research appointments, 55
  off-campus, 56
  on-campus, 55
Assistant professor, 71
Associate professor, 71
Attendance, in class
  instructional staff, 51
  students, 95, Student Handbook
Attention Deficit (Hyperactivity) Disorder, Student Handbook, Contact Student Health Services, Student Counseling, Learning Assistance
Audiovisual services, Contact Information Technologies
Banners, posters, and signs, 143
Benefits, 36,
  Contact Human Resources, Dept. of Bicycle regulations, 133,
  Contact Oxford Police Dept.
Blood donor program, Contact Human Resources, Dept. of Board of Trustees, 4 Buildings, policies on use of, 134 Bylaws of University Senate, Contact Secretary of the University

Cars, student, Student Handbook, Contact Parking and Transportation Services
Cellular phone service, 144
Change of schedule, Student Handbook, General Bulletin, Contact Registrar
Cheating, see Academic Misconduct, Student Handbook

Chief departmental advisers, Directory
Class lists, Contact Registrar
size, 96
cancellation of, weather related, 145
Classification of students
graduate, Contact Graduate School
undergraduate, Student Handbook, Contact Registrar

Code of Student Conduct, Student Handbook, Contact Judicial Affairs Office
Commercializing University research, faculty and staff participation in, 19
Committees and councils, University-wide, Contact Secretary of the University
Communication, 148
Commuting services, Student Handbook
Compensation, terms of, 36
Complaints, student, on quality of instruction, 50

Computing
peripherals/software acquisition, 135
resources, 136, Contact Information Technology Services
Concentration within a major
adding a new, 104
revising, 104
Conference services,
Contact Conference Services
Conflicts of interest, 25
in research, 119
management standards, 22
Consulting, outside, 24
Continuing contract, library personnel, 116
Continuing education, 106, Contact Continuing Education
Contract of employment
instructional staff, 53
unclassified administrators, 112
Coordinators, regional campus - appointment and evaluation, 108
Copyrights, 121, Contact Office for the Advancement of Research and Scholarship, Council of Academic Deans, 6
Corporation, The, 4
Counseling, Contact Student Counseling

Course schedule, changes to, Student Handbook, General Bulletin, Contact Registrar

Courses
adding new, 102
deleting, 104
extended independent study, 103
Honors Program seminars, 102, Contact University Scholars and Honors Program
revising existing, 102
special topics, 103
temporary, 102

Court attendance, 45
Credit Union
employee, Contact Miami University Community Credit Union
student, Contact First Miami University Student Federal Credit Union
Curriculum, changes to, 102

Deans, evaluation, appointment and reappointment of, 107
Degree programs, adding a new, 104
Degrees offered, General Bulletin
Department chair, appointment, evaluation and reappointment, 107
Development, 147, Contact Office of University Advancement

Disciplinary action
harassment/discrimination, 13
misuse of staff files, 19
nonreappointment; loss of tenure, 79
procedures for, 79
research, 127

Disability
resources, Student Handbook, Contact Disability Resources Office
retirement, 47
retirement, reinstatement from, 47

Discrimination, policy prohibiting, 13 Contact Office of Equity and Equal Opportunity
Dismissal, academic, Student Handbook, General Bulletin
Disruptive behavior, 33
Distinctive features statement, 1
Diversity, University Statement Asserting Respect for, 3
Dogs, control of and other animals, 133
Domestic partner
definition, 12
employment, members of the same family, 30
Family and Medical Leave, 41
fee waivers, 45
sick leave, 40
Drug-free workplace, 31
Drug testing, 32
Educational or professional development leave for unclassified administrative staff, 39
Emeritus/emerita rank/title professor, 66, 91 privileges, Contact Alumni Relations promotion to, 66
Emphasis within a major adding a new, 104 revising, 104 Employees, definitions, 12 Employees elected/appointed to public office, 30
Employment, staff contract, 53, 110, Contact Academic Personnel Services instructional staff, 52 members of the same family, 30 offers letter of, 52 outside Miami University, 24 persons with Miami doctorate, 54 search procedures, 52 student, Contact Student Employment, Career Services, Office of unclassified administrative staff, 112
Enabling Act of University Senate and Faculty Assembly, Contact Secretary of the University
Environmental health and safety, Contact Environmental Health and Safety
Equal opportunity, 13 Ethics, professional, 49
European Center, Contact Dolibois European Center
Evaluation academic deans, 107 administrators, All-University faculty committee, 9, 108 administrators, divisional faculty committee, 110 annual report, professional activities, 59 department chairs, 107 formative promotion, 59 other academic administrators, 110 plan, department, 60 probationary members of instructional staff, 59, 64 provost, 107 regional campus coordinators, 108 teaching, 60 tenured members of instructional staff, 59
Evaluation, Promotion and Tenure of academic policies and procedures, 95 disciplinary procedures, 74 grievance procedures, 74 separation of employment, 90 termination for cause, 74
Examinations, all students, 96 Proctoring of, 97

Facilities naming of, 11 scheduling, 135, Directory use of, 134
Faculty Assembly, 7 Faculty improvement leave, 57 Faculty Research Committee, 118 Faculty responsibilities, 48 Faculty Rights and Responsibilities Committee, 8
Family and Medical Leave, 41 Fee waivers deceased employees, dependents of, 46 full-time employees and dependents, 45 part-time employees and dependents, 45 retired full-time employees, spouses or domestic partners, dependent children of retired full-time employees, 46
Files on staff members, 18 Final examinations, 96 Financial Aid and Employment, Bulletin, Graduate Student Handbook, Graduate Bulletin, Contact Student Financial Assistance, the Graduate School
Financial exigency, termination of a tenured appointment, 91 First Year Advisers and Resident Directors, Contact Residence Life Focus within a major adding a new, 104 revising, 104 Fringe benefits, Contact Human Resources, Dept. of Fundraising, 147

Good teaching practices, 49
Governance administrative organization, 4 administrative deliberative bodies, 6 Board of Trustees, 4 department and divisional, 10 Faculty Assembly, 7 Graduate Council, 9 Student Affairs Council, 9 University Senate, 9
Government grant/contract work, salary rates for, 37
Grading undergraduate associate, 99
Student Handbook, General Bulletin, Contact Registrar Graduate assistants, Graduate Student Handbook, Contact the Graduate School Graduate Council, 9, Contact the Graduate School Graduate students, Graduate Bulletin, Graduate Student Handbook, Contact the Graduate School
Graduation requirements, Student Handbook, Bulletin, Graduate Student Handbook, Graduate Bulletin, Contact Registrar
Grants or contract work, salary rates for, 36
Grievance Procedures
   academic, Student Handbook
   administrative staff, 113
   appeals, 86, 87
   classified staff, 18
   conflict-of-interest situation, 29
   employment, general, 18
   instructional staff, 74
   quality of instruction, student, 50
   student employment, Student Handbook
Grounds, use of, 134
Harassment, policy prohibiting, 13, Contact
   Office of Equity and Equal Opportunity
Health and safety, Contact Environmental
   Health and Safety Office
Holidays, unclassified administrative staff, 38
Honorary degrees, 10
Honors Program
   seminars, 102, Contact the University
   Honors and Scholars Program
Hosting regulations, 140, Purchasing and
   Payment Handbook, Contact Accounts
   Payable
Housing, University-owned, Contact Finance
   and Business Services
Human subjects, research involving, 124,
   Contact Office for the Advancement of
   Research and Scholarship
Independent study courses, extended, 103
Instructional Staff, 51
   Instructor, 53, 72
   Intellectual property
      commercialization, 20
      ownership, 121
Internships, Contact Career Services
Jury duty, 43
Keys, 140, Contact Physical Facilities
Law and order, Maintenance of, 141
Learning Assistance, Student Handbook,
   General Bulletin, Contact Learning
   Assistance
Lecturer, 72
Leaves
   assigned research appointment, 55
   court attendance, 45
   disability, 47
   educational leave, 39
   faculty improvement, 57
   family and medical, 41
   jury duty, 45
   military, 44
   personal, 44
   professional development/educational
      unclassified administrative staff, 39,
      115
   reserve duty, 44
Librarians
   continuing contract, 116
   rank, 116
Library services, Contact King Library
Mail services, 142, Contact Mail Room
Maintenance of physical facilities, 134
Major program
   adding a new, 104
   revising, 104
Marketing Communications, 148
Medicare, Contact Human Resources, Dept. of
Meetings and conferences, see travel
   regulations in Purchasing and Payment
   Handbook, Contact Accounts Payable
   or Conference Services
Miami doctorate, employment of persons
   with, 54
Miami Plan for Liberal Education, Contact
   Liberal Education Office
Miami University Foundation, 147
Miami University Fund, 147
Midsemester grades, Contact Registrar
Military leave of absence, 44
Minor program
   adding a new, 104
   revising, 104
Minority affairs, 146, Contact Office of
   Multicultural Student Enrichment
Misconduct
   academic, 101, Student Handbook, General
      Bulletin, Graduate Handbook
   research, 125, 126
Mission Statement
   Summer Session, 105
   University, 1
Motor pool, Contact Motor Pool
Motor vehicle regulations, Contact Parking
   and
   Transportation Services
Museum, Art - facilities use guidelines,
   Contact Art Museum
Naming of campus facilities, 11
News/information, 148, Contact News and
   Public Information Office
Non-tenure eligible instructional staff
   positions, 72
Nontenured/probationary faculty members,
   notice of nonreappointment, 94
Office hours, instructional staff, 51
Oral proficiency in English, graduate
   assistants,
   Graduate Student Handbook, Contact
   Graduate School
Overload teaching, 54
Outside employment, 24
sick, 39
witness testimony, 45
Parking regulations, faculty and staff, Contact Parking and Transportation Services
Patents, 122, Contact Office for the Advancement of Research and Scholarship
Paychecks, schedules and deductions, 36, Contact Payroll Office
Personal leave, 44
PERS, Contact Human Resources, Dept. of
Pets and other animals, regulations for, 133
Physical education and sports facilities’ use, Student Handbook
Placement services
arranging employment interviews for students, 51, Contact Career Services, Student Employment Office
Policies
broad interest, 145
employment, general, 12
student-related, location of, 149
Political activity, 29
Posters, signs, and banners, 143
President’s Executive Committee, 6
Printed materials/publications Marketing Communications, 148
Prizes and awards, 147
Probation, academic, Student Handbook, General Bulletin
Probationary appointment, 62, nonreappointment, 94
Proctoring of examinations, 97
Professional meetings, attendance at, 19
Professor, 70
Professor emeritus/emerita, 66, 91
Prohibited actions, 141
Promotion, 66
appeal of denials, 68
eligibility for, 66
negative recommendation, 68
procedures, 66
purpose, 66
reconsideration, 68
Promotion and tenure
evaluation in final probationary year, 65
relationship between, 61, University Promotion and Tenure Committee, 6
Provost, evaluation and reappointment of, 107
Public information, 148, Contact News and Public Information Office
Public office, 30
Publications, 148, Marketing Communications, Directory
Purchasing policies, 142, Purchasing and Payment Handbook, Contact Office of Purchasing
Purchase orders and limited purchase orders (LPO), Purchasing and Payment Handbook, Contact Accounts Payable
Qualification for ranks, 69
rights and responsibilities, 48
Rank, academic
assignment of, 53
librarians, 116
qualifications for, 69
Reconsideration
promotion or tenure, 68
Records/Files
on staff members, 18
on students, Student Handbook
Records retention, 143, Contact Secretary of the University
Recruitment and selection, 52, Contact Academic Personnel Services
Registration, Contact Registrar
Regional campus coordinators, 108
Religious accommodation
employees, 13
class attendance, 95, Student Handbook
Requisitions, Purchasing and Payment Handbook, Contact Purchasing Department
Research, 118, Contact Office for the Advancement of Research and Scholarship
Assigned Research Appointments, 55
conflicts of interest, 119
misconduct, 125
oversight committees, 120
support, 118,
use of human subjects, animals, radiation, chemicals, and recombinant DNA, 124
Reserve duty, 44
Resident Directors and First Year Advisers, Contact Residence Life
Resignation, 91
Retirement, 31
age, 31
disability, 13, 45
plans (ARP, PERS, STRS), 47, Contact Human Resources, Dept. of
reinstatement from disability, 47
retiree, definition, 12
termination of tenure, 91
with rehiring, 90
Right of expression, students, Student Handbook
Rights and Responsibilities, Committee on Faculty, 8, 74, 76, 83
Romantic relationships in the instructional and supervisory setting, 14, 31
Royalties, 124, Contact Office for the Advancement of Research and Scholarship
Safety, Contact University Police
Salary, 36
deductions, 36
increments, instructional staff, 36
overload teaching, 54
pay schedules, 36
Salary (continued)
  rates, government grant or contract work, 36
Summer session teaching, 54
Schedule, class, change of, Contact Registrar
Scheduling facilities, 135, Directory
Senate, University, 9, Contact Secretary of the University
Senior instructor, 71
Service learning, Contact Service Learning and Civic Leadership, Office of
Sexual harassment, policy prohibiting, 13, Student Handbook, Graduate Student Handbook, Contact Office of Equity and Equal Opportunity
Sexual relationships in the instructional and supervisory setting, 14, 31
Sick leave, unclassified administrative staff, 39
Signage, campus, 143
Signs, posters, and banners, 143
Smoking regulations, 143
Social security, Contact Human Resources, Dept. of
Space, scheduling of, 135, Directory
Speakers, outside, on campus, Student Handbook
Standing Rules of University Senate, Contact Secretary of the University
STRS, Contact Human Resources, Dept. of Student
  academic regulations, Student Handbook
  attendance/absence, 95
complaints, on quality of instruction, 50
employment interviews, 51
employment policies and procedures, Contact Student Employment
financial aid, Contact Student Financial Assistance, Graduate School
health service, Contact Health Services Center
housing, Contact Student Housing and Meal Plan Services
organizations, Student Handbook, Contact Student Activities
policies, 149
responsibilities, statement of, Student Handbook and General Bulletin
Student Affairs Council, 9, Contact Vice President for Student Affairs
Summer session
  Mission Statement, 105
teaching, 54
Supervision
  members of the same family, 30
  romantic and sexual relationships in the instructional and supervisory setting, 14, 31
Surplus property, disposition of, Contact Purchasing Department
Suspension
  academic, Student Handbook
  interim, instructional staff, 88
Tax-deferred annuities, Contact Human Resources, Dept. of
Teaching
  ability/effectiveness, defined, 69
  advising, 51
  attendance, absence, 51
  evaluation, statement on, 60
good practices, 49, Student Handbook
  load, 51
  overload, 54
  romantic and sexual relationships in the instructional and supervisory setting, 14, 31
summer session, 54
  use of undergraduates, 98
Technology Transfer Oversight Committee, 20
Telecommunications, 143
  cellular telephones, 143, 144, Contact Office of Telecommunications
Tenure, 61
  appeal of denials, 67
  clock, stopping the, 63
  criteria, 63
  eligibility, 62
  negative recommendation, 68
  purpose, 61
  reconsideration, 68
tenuring process, 64
termination of tenured appointment, 78, 90, 91
Termination, staff
  financial exigency, 91
  nontenurable ranks, 94
  position elimination of unclassified, 114
  probationary faculty, 93
tenure, 78, 91
tenure for cause, 78
Textbook policy, 97
Track, within a major
  adding a new, 104
  revising, 104
Travel, 145, Purchasing and Payment Handbook, Contact Accounts Payable
Trespass, 141
Unclassified administrative staff, 112
Undergraduate
  academic regulations, Student Handbook
  use as teachers, 98
Undergraduate Associate Program, 100
Unemployment compensation, Contact Human Resources, Dept. of
University Police Department, authority of staff, 141
University Senate, 9, Contact Secretary of the University
Vacation, unclassified administrative staff, 37
Values Statement, 3
Visiting ranks and titles, 72
Volunteers, Contact Academic Personnel,
  Human Resources, Dept. of
Weather and University operations, 145
Witness testimony, 44
Workers compensation,
  Contact Human Resources, Dept. of
Workshops, approval of, 145, Contact
  Continuing Education
Work Study Program
  for student jobs, eligibility, Contact Student
    Employment
  counselors, funding, news, Contact Student
    Financial Assistance