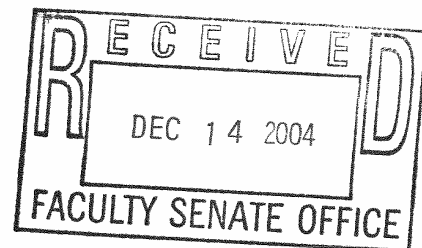




IN/OUT KL RH F C

MEMORANDUM



To: Donna E. Shalala, President

From: Mary Coombs *Mary Coombs*  
Chair, Faculty Senate

Date: December 6, 2004

Subject: Faculty Senate Legislation #2004-10(B) – Benefits for part-time faculty

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The Faculty Senate, at its November 17, 2004 meeting, voted unanimously to approve a proposal to provide benefits to part-time faculty in the categories of Clinical, Research, Librarian, and Professional in Practice. If approved, this proposal will become effective on January 1, 2005. The proposal is enclosed for your reference.

This legislation is now forwarded to you for your action.

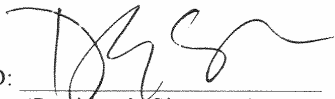
MC/kl

- cc: Luis Glaser, Executive Vice President and Provost ✓
- Steven Ullmann, Vice Provost for Faculty Affairs and University Administration ✓
- Oscar Holzmann, Chair of the University ad hoc Committee reviewing part-time benefits ✓
- Myron Rosenthal, Faculty Affairs (School of Medicine) ✓
- William Tallman, Faculty Affairs (Gables) ✓

Faculty Senate  
 1252 Memorial Drive, 325 Ashe Admin. Bldg.  
 Coral Gables, Florida 33124  
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<http://www.miami.edu/FacultySenate>  
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CAPSULE: Faculty Senate Legislation #2004-10(B) – Benefits for part-time faculty

**PRESIDENT'S RESPONSE**

APPROVED:  DATE: 12/10/04  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Provost

EFFECTIVE DATE OF LEGISLATION: Jan 1/05  
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

**TO:** General Welfare Committee

**FROM:** Steven G. Ullmann, Ph.D.  
Vice Provost for Faculty Affairs and  
University Administration

**DATE:** November 10, 2004

**SUBJECT:** Part-Time Faculty Benefits

Background: In the past, the University has offered almost no benefits to part-time faculty or part-time employees. Many other companies and institutions, with whom we compete to hire faculty and staff, do offer benefits to part-time employees. The University has thus approved the extension of benefits to part-time staff. This policy has an effective date of 1/1/2005. Under federal law, benefits cannot be extended to faculty but not staff or staff but not faculty. It is thus necessary to enact a policy regarding extension of benefits to part-time faculty both in order to implement part-time staff benefits and because this is a good policy in and of itself for the University and the affected faculty. Because there are special issues regarding part-time status for tenure and tenure-track faculty, that issue has been deferred; the current proposal is to recognize part-time status for other categories of faculty and to make them eligible for benefits.

This proposal was developed by a faculty/administrative committee whose membership was agreed upon by Steve Ullmann, Vice-Provost and Mary Coombs, Chair, Faculty Senate. The Committee approved this proposal unanimously. This proposal was also reviewed and unanimously approved by the School Council of the School of Medicine.

Proposal:

Summary: Faculty may be appointed to or transfer to part-time status which shall include eligibility for benefits.

Scope:

At present, this proposal only applies to faculty on the Clinical, Research, Librarian, and Professional in Practice tracks. This does not apply to adjunct faculty or to individuals who are employed elsewhere. The University is continuing to examine whether and how part-time status might apply to tenured faculty or to faculty on the tenure-earning track and expects to introduce a proposal on that subject at a later date.

Part-time defined:

For purposes of this policy, a part-time appointment shall specify the percentage of effort for the position. Only positions of 50% effort or greater are entitled to benefits.

Appointment to part-time status:

(a) Faculty may be appointed to a part-time position on any of the eligible tracks.

(b) Faculty currently on any of these tracks with full-time appointments who wish to reduce their effort at the University may apply to transfer to part-time status. Such transition is not an entitlement, but requires approval of the appropriate Chair and Dean. No full-time faculty can be involuntarily transferred to part-time.

Transfer to full-time status:

(a) Faculty originally appointed to a part-time position may apply to transfer to full-time status. Such transition is not an entitlement, but requires approval of the appropriate Chair and Dean.

(b) Faculty who have transitioned from full-time to part-time may not transfer back to full-time status as of right unless there was an agreement to that effect at the time of the original transition. In other cases, they may apply to transfer back to full-time status. Such transition is not an entitlement, but requires approval of the appropriate Chair and Dean.

Benefits:

Part-time faculty with an appointment of 50% effort or greater are entitled to all benefits to which full-time faculty on the same tracks are entitled. In addition to the benefits to which they are already entitled such as library privileges and rights to purchase faculty parking permits, as well as tuition remission at the rate of 50% for themselves, they shall be eligible for the following: retirement, life insurance, disability, health insurance and tuition remission.

(a) The benefit level for retirement, life insurance and disability benefits are based on salary; and are thus not directly affected by whether the person earning X dollars is earning them as a full-time or part-time employee.

(b) Tuition remission benefits would be pro-rated; thus a person who is working 70% time would receive 70% of the tuition remission benefit they would have received if they were working full-time.

(c) Health insurance benefits are also pro-rated. For any particular health insurance plan and coverage level (i.e. self only, self plus spouse, etc.) there is a set level of employee contribution (premium) and employer (University) contribution. For a person working 70% the University would contribute 70% of what it would contribute for a full-time employee choosing the same plan. The 70% employee would then be liable for the employee contribution plus 30% of the University contribution.

Implementation:

Policies related to appointments, qualifications, the process for transition from full-time to part-time status and from part-time to full-time status, tracks and rank, voting rights and the process for reappointment/non-reappointment may be written by individual schools and should be written insofar as they differ from those applicable to full-time faculty. These policies shall be approved by the School Council, and Dean and submitted to the Faculty Senate, which shall review them to ensure that they are compatible with the Faculty Manual.