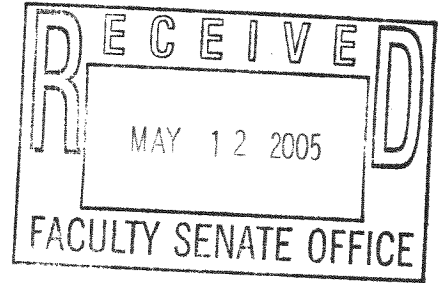




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MEMORANDUM

To: Donna E. Shalala, President

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

Date: April 28, 2005

Subject: Faculty Senate Legislation #2004-20(B) – Addition to the Faculty Manual to include information regarding availability of benefits for part-time faculty (Reference Legislation 2004-10(B))

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The Faculty Senate, at its April 20, 2005 meeting, voted unanimously to include information in the Faculty Manual regarding the availability of benefits for part-time faculty (as approved in Legislation #2004-10(B)).

The changes to the Faculty Manual are shown as underlined additions and ~~strikethrough~~ deletions in the enclosed document.

This legislation is now forwarded to you for your action. Should the legislation pass we would renumber current section C17.6 and C17.7 to C17.7 and C17.8.

MC/kl

cc: Luis Glaser, Executive Vice President and Provost  
Steven Ullmann, Vice Provost  
William Walsh, Executive Director of Benefits Administration

CAPSULE: Faculty Senate Legislation #2004-20(B) – Addition to the Faculty Manual to include information regarding availability of benefits for part-time faculty (Reference Legislation 2004-10(B))

**PRESIDENT'S RESPONSE**

APPROVED:  DATE: 5/11/05  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Proost

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_  
(if other than June 1 next following)

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

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

## C17.5 Degree Enrollment and Tuition Benefits

Faculty members may not pursue a degree in the department in which they have an academic appointment.

Full-time members of the faculty and administration (including those retired because of age and/or disability) and their dependents are eligible to participate in tuition benefit plans of the University as described below:

### (a) Faculty Members and Administrators.

Effective August 15, 1975, a full-time member of the faculty or administration may attend undergraduate and graduate classes without payment of tuition provided such a person does not enroll for more than seven credits in any given semester or four credits in a summer session (five-week term). In addition, a full-time member of the faculty or administration accepted into the regular MBA program is eligible for a maximum of twenty-four credits per calendar year. Faculty must submit a signed form, generated by human resources, of approval of their Dean to participate in this program. No member of the administration may enroll in any section of a summer session course during assigned regular working hours. A faculty member or administrator may not enroll with tuition benefits in any course in the School of Law or the School of Medicine, in a doctoral level program in the Graduate School, or in the Executive MBA program. This limitation of benefits does not apply to faculty members who were approved for tenure by June 1, 1975.

Effective October 1996, doctoral-level study at the University of Miami became available for full-time employees through a cost-sharing arrangement. Individual participation in this benefit must be approved by the Executive Vice President and Provost. The benefit is not available during the first year of employment. After the completion of one year of employment the tuition remission rate is 75%. After two years of employment the University will pay the difference between the tuition charged at South Florida State System Universities and tuition at the University of Miami.

~~Part-time faculty members are entitled to a 50% remission of tuition after one year of continuous employment, provided (1) they were similarly employed in the year immediately preceding, (2) they are compensated for their services through University or University approved accounts, and (3) they are currently engaged in teaching, research, or clinical practice during the semester in which the course work will be taken.~~

Tuition benefits do not apply for: (1) private music lessons or other private lessons; (2) hobby or sports courses; (3) in-service courses in Dade County schools; (4) courses required for certification or licensure that are conducted in whole or in part by outside vendors, and 5) non-credit courses, except for adult education courses in the non-hobby, non-sports category, provided that a) the course offers job-related training for University personnel, as certified by the department chair or supervisor, or: b(i) charges market rates for tuition; (ii) has space available after all regular tuition-paying enrollees are accommodated; and (iii) has no more than 20% of the enrollees eligible for tuition remission.

**[Note: This section was not copied from the Faculty Manual in its entirety. Only the first page was submitted to indicate the proposed deletion.]**

C17.6 Part-time Faculty in the Categories of Clinical, Research, Librarian, and Professional in Practice

Part-time defined:

A part-time appointment to the faculty as Clinical, Research, Librarian, or Professional in Practice shall specify the percentage of effort for the position but assumes that the persons' full professional efforts occur in their University employment. Only positions of 50% effort or greater are entitled to benefits. This entitlement does not apply to Associated Faculty.

Policies related to appointments, qualifications, the processes 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 created by individual schools and should be created 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.

(a) Appointment to part-time status:

(i) Faculty may be appointed to a part-time position on any of the eligible tracks. Such appointments shall be made by the same procedures as for full-time positions on the same tracks.

(ii) 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.

(b) Transfer to full-time status:

(i) 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.

(ii) 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.

(c) Benefits:

In addition to the benefits to which they are already entitled such as library privileges and rights to purchase faculty parking permits, they shall be eligible for the following: retirement, life insurance, disability, health insurance and tuition remission.

Part-time faculty members are entitled to receive a prorated tuition remission benefit after 90 days of continuous employment determined by the full-time equivalent (FTE) of the employees' position. Thus a person who is working 70% time would receive 70% of the tuition remission benefit the person would have received if working full-time.

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.