This guide is intended as a quick reference and complement to the New Chairs Orientation. It highlights only some of the most common areas of interest. The information is accurate only as of this date. For current policies, chairs, faculty and support staff should always refer to the University’s on-line policies located at:

http://www.miami.edu/index.php/hr/employee_handbooks_policies/policies_and_procedures/

Departmental Responsibility

It is the responsibility of the chair/program director to be a steward of the allocated funds and determine the best use of those funds with assistance from administrative and support staff to monitor account expenditures and policy compliance.

Signatory Authority

- UM Policy: The primary authorized signer “is responsible for the prudent management of that account.”
- The chair, director or P.I. may delegate signatory authority to appropriate administrators, however, checks and balances must be in place to prevent conflict of interest. Example, the same person that handles cash or reconciliation of an account should not be the same person with signatory authority.
- Signature approving a financial expenditure also confirms that the expenditure is reasonable, appropriate to the account and in compliance with university and/or funding source regulations.
- No stamps or facsimiles allowed.

REMINDER:

- Only the Assistant Vice President for Business Services (Humberto Speziani) or someone higher in the same area is authorized to sign contracts on behalf of the University.
- Only the Director of Research Administration (Sandy Blanco) or someone higher in the same area is authorized to sign grant proposals on behalf of the University.

When in doubt please contact dean’s office.
Types and Purposes of University Accounts

Unrestricted “U” Accounts (1xxxxx)
- Your ‘base’ budget for operations.
- Funds are allocated by the Provost to the Dean on an annual basis.
- Funds are subsequently allocated by the Dean to the Departments and Programs.
- Annual adjustments made via request from Dean to Provost and/or institutional policy (salaries).
- Funds do not roll over automatically at end of year.

Designated Accounts (4xxxxx)
- Funding sources may include revenue from sales or services, conference fees, special events, donations, transfers from other accounts.
- No recurring budget allocation from the University.
- Funds designated by purpose or function, no specified expenditure restrictions.
- Year-end balances roll forward automatically.

Revenue-Related Accounts (1xxxxx or 4xxxxx)
- Classified Unrestricted or Designated on the basis of type of revenue.
- Service Recharge Centers and revenues related to core academic mission are unrestricted (1xxxxx) accounts and these accounts and rates need to be approved by the University’s office of research and controller (Theresa Ashman).
- Auxiliary enterprises (theatre, clinic) are designated (4xxxxx) accounts.

Restricted Accounts (7xxxxx)
- Funds received via gift from outside the University.
- Donor makes specific restriction as to the use of the funds (restricted scholarships, faculty salary).
- Funds cannot be used unless the requested use meets the criteria of the gift agreement.
- Redirection of the gift via development and with Donor approval is possible but rare.
- Unspent funds automatically roll forward unless specified otherwise by donor.

Sponsored Programs (6XXXXX)
- External funds received for a specific purpose with detailed expenditure budget restrictions and reporting obligations.
  - Example: Award from the NIH, NSF, Foundations, etc.
- These awards need to have a corresponding signed proposal by the office of research (Sandy Blanco).

Plant accounts (8XXXXX)
➢ Capital project or reserve accounts. The purpose of these types of accounts is to accumulate funds from surpluses etc. to purchase equipment, pay for renovations or establish departmental research funds. In a worst case scenario, these funds can be used to offset research down-time but this requires the permission of the Dean and Provost.
  – Use of Plant funds schedule will be requested on an annual basis and should be submitted to this office.

Agency Accounts (9XXXXX)
➢ Funds managed by UM on behalf of another entity (example student organizations).

Accounts/Budgets are divided into the following pieces using numeric codes that are named “object codes”:

Revenue: Object codes 0xxx to 0999
➢ Includes application fees, sale of materials or services, conference fees, gifts, etc.

Expenditures:
➢ Salaries & Benefits (“A” budget) 1xxx-2xxx
  Allocated by individual (person or position) line item on a recurring or temporary basis. These funds are not fungible. Funds not needed due to vacancy will be recovered centrally (exceptions noted in Faculty Salary Release Policy)

➢ Operational Funds (“B” budget) 3xxx-4xxx
  To support basic teaching, faculty support, programmatic & infrastructure or research needs as per account purpose. Allocation normally provided as a lump sum with chair or director determining priorities, allocations within accounts and object codes. Programmatic adjustments can be made as part of budget prep cycle.

➢ Capital Expenses (“C” budget) 6xxx
  Not budgeted at the department or program level. Funding for capital needs is insufficient College-wide. Chairs and directors will be asked to assist in the development of a long-term capital needs plan. In the interim chairs/directors must identify urgent needs and request supplemental funds if no discretionary departmental resources available.

➢ Inter/Intra-Fund Transfers 7xxx
  Object codes used to transfer funds between fund types (unrestricted, designated, etc.)
Items Not Included in Department/Program Base Budgets

- Periodic replacement of computers & port fees – see policy attached. Contact Luis Vidal for details for your department or program.

- New Faculty Recruitment and Start-up Funds – see policy attached. Contact the appropriate senior associate dean or the dean to discuss appropriate funding levels. Follow-up on status of existing accounts with Sue Ratcliff.

- Part-time/overtime teaching and some supplemental temporary faculty funds. Annual request process – see attached memos & forms for FY11. Contact Hector O. Silva for questions.

- TA Stipends (Waivers charged to a central account). Departments notified in spring of future year allocations (number of positions and stipend level). Funding transferred to departments automatically based on actual hires. Contact Gylla Lucky for questions once allocation determined.

- Supplemental International Travel Funding – see attached memo regarding procedures and timetables. Send requests to the appropriate senior associate dean. Contact Evangelina (Angie) Callesis, for status of request. Contact Nick Osborn for reimbursement issues.

- Major capital equipment and minor equipment purchased in quantity for undergraduate student labs. Reviewed on a case-by-case basis. Chairs and directors should anticipate needs and discuss with senior associate dean or dean prior to development of formal proposals in the fall of the fiscal year prior to anticipated purchase. Supplemental funding requested from Provost – prioritization required.

- Seed and Bridge Funding – Will require proposal from faculty via chair to the Senior Associate Dean for Research.

- Faculty Awards and One-time-Only Commitments. See attachment regarding Cooper Fellowships. Contact Sue Ratcliff for commitment amount and/or balance information.

- Student Scholarships or Award Funds. Unrestricted/designated scholarships are administered through the Office of Financial Assistance Services. Award funds remain at the department level. Unrestricted accounts should not be used for student awards. College-wide “Beyond the Books” scholarship (see attachment). Centralized scholarship accounts were removed from departmental lists where appropriate. Contact Jim Bauer for information on centralized scholarships.
Fiscal Affairs Office Contacts

Dean’s Office Fiscal Affairs Website:  http://www.as.miami.edu/resources/fiscal

Hector O. Silva, Executive Director
  hsilva@mail.as.miami.edu  ;  Ashe 227; (305)284-4029

Chair, department manager contact for: Current policies & procedures; general review of budget, accounts and purposes; current & pending financial commitments, senior administrator training; department procedure development or review; assistance with cost development; liaison with central fiscal & expenditure offices to resolve problems, clarify institutional policies.

Sue Ratcliff, Associate Director
  sratcliff@miami.edu,  Ashe 227; (305-284-4034)

Primary contact for department manager and senior department staff for: Assistance understanding budgets/allocations; preparation and processing of central reimbursements, Form 8’s, Journal Entries and Salary Recommendation Worksheets; on-line B-Prep/budget entries.

Nick Osborn, Financial Analyst,
  nosborn@miami.edu; (305-284-1007)

Department & program support staff contact for: Assistance with expenditure paperwork (IDRs, check requisitions, consulting forms, P.O.’s); Help with on-line FRS/RDS & Ariba systems as well as authorization forms.

Sponsored Program Proposal Preparation and Expenditure Control

Faculty, chairs and department managers with problems or issues relating to sponsored programs should contact:

- All Departments & Programs Except Psychology
  - Tracy Ehrlich – Director – tehrlich@mail.as.miami.edu
  - Monica Techer – Sponsored Programs Specialist – techera@miami.edu
  - Department of Psychology – Richard Williams
Available Systems to Assist with Fiscal Management

Access to any of these systems requires the approval of Hector O. Silva. You can make the request to Nicholas Osborn. Nicholas will prepare the forms described below in conjunction with the department requestor.

Day to Day Operations

- **DMAS – Departmental Management Accounting System**
  - Forward completed form for FRS/DMAS access found in [http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2381-1;18760-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2381-1;18760-3,00.html) to Caridad Sexton, Controller’s Office, Gables One Building, 1st Floor, Locator 2912. Phone (305)-284-5912, Fax (305)-284-4850. **We encourage you to attend DMAS training classes.** Send an e-mail to Vivian L. Kaye: [vkaye@miami.edu](mailto:vkaye@miami.edu) for more information and see current training schedule at: [http://www.miami.edu/finance/index.php/treasurer/areas/controllers_office/education_training/](http://www.miami.edu/finance/index.php/treasurer/areas/controllers_office/education_training/). View departments, division #s: [http://www.miami.edu/controller/DNumber.htm](http://www.miami.edu/controller/DNumber.htm)

- **DHRS – Departmental Human Resources System**
  - Please click on this website [http://www.miami.edu/index.php/hr/employee_supervisor_resources/human_resources_forms/](http://www.miami.edu/index.php/hr/employee_supervisor_resources/human_resources_forms/) and look for DHRS and follow the appropriate instructions

- **ARIBA system for**
  - eBERF – electronic business reimbursement form
  - eCHECK – electronic check disbursement
  - Purchasing – electronic purchase order system

Sponsored Research Accounting

- **DMAS – Departmental Management Accounting System**
  - Forward completed form for FRS/DMAS access found in [http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2381-1;18760-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2381-1;18760-3,00.html) to Caridad Sexton, Controller’s Office, Gables One Building, 1st Floor, Locator 2912. Phone (305)-284-5912, Fax (305)-284-4850. **We encourage you to attend DMAS training classes.** Send an e-mail to Vivian L. Kaye: [vkaye@miami.edu](mailto:vkaye@miami.edu) for more information and see current training schedule at: [http://www.miami.edu/finance/index.php/treasurer/areas/controllers_office/education_training/](http://www.miami.edu/finance/index.php/treasurer/areas/controllers_office/education_training/). View departments, division #s: [http://www.miami.edu/controller/DNumber.htm](http://www.miami.edu/controller/DNumber.htm)

- **Research Dashboards**
  - Go to this website [http://uresearch.miami.edu/?p=101](http://uresearch.miami.edu/?p=101)
p;amp;s=24#ris and then download the form called Research Reporting System Access Request

Aggregate Reporting for Analytical and Decision Making

- **DataWarehouse**
  - University Data Warehouse – this is for aggregate reporting to conduct analysis and ultimately contribute towards decision making
  - Financial module
  - Human Resources Module
  - Course and Curriculum
  - Student Reporting
For the steps required to get access section – Access to the Data Warehouse requires a signature to indicate acceptance of the University of Miami data access policies. Additionally, access must be approved by the appropriate Data Custodian for most systems (Access Form). The data custodians are on the website or you can also contact datawarehouse@miami.edu and they can forward for custodial approval. Most training is individualized and conducted on a one-on-one basis; however, departmental level training is also available. Please contact Hector O. Silva to arrange for the Departmental level training.

- **USPACE system**
  - Go to this website http://www.miami.edu/index.php/space_management_analysis/uspace/ for a brief orientation and instructions to obtain access for your department
Attachments

1. UM Policy Webpage – Attachment 1
2. Computer Upgrade/Replacement Policy – Attachment 2
3. Policies and Procedures for New Faculty Start-Up – Attachment 3
   a. Optional Template for New Faculty Start-Up Costs and Sources of Revenue – Attachment 3 - A
4. Policies and Procedures for Regular Faculty Moving – Attachment 4
5. Policies and Procedures for Non-Tenure-Track and Visiting Faculty Moving – Attachment 5
6. Policies and Procedures for Staff Moving – Attachment 6
7. Cell Phone and PDA Policy – Attachment 7
8. Faculty Salary Recapture and Replacement Funding Policy – Attachment 8
9. Course Offerings, Faculty Teaching Assignments and Supplemental Needs(Teaching Replacement/PTOT) memo – Attachment 9
   a. Instructions – Attachment 9 - A
   b. Forms – Attachment 9 - B
10. Cooper Fellows Policy – Attachment 10
11. International Travel Policy – Attachment 11
12. Beyond the Book Policy – Attachment 12
A. Purpose
The purpose of this document is to revise and formalize the current computing replacement practice and procedure.

B. Definitions
- **TT Faculty**: Tenure and/or Tenure-track (TT)
- **Lecturer**: Non TT Instructor
- **Staff**: Non-faculty
- **Teaching Laboratory**: Space not in the registrar’s pool equipped with computers for students
- **Allocation**: Permanent-recurring funding given to the College from the University on an annual basis
- **College Funds**: U-account funding and start-up. Does not include gifts, grants or endowments.
- **Replacement Cost**: Standard rate applied to computing replacement. Includes a computer and a monitor.

C. Policy
- TT Faculty, lecturers and staff, who are part of the College’s allocation at 50% or more, will have the primary computer (1) replaced every four years at a replacement cost of $1,000. This rate will be evaluated every year. TT Faculty members are eligible regardless of the percentage on the allocation.

D. Eligibility requirements
- Departments must maintain an updated inventory on an annual basis and these inventories need to be submitted to the College IT unit.
- Only primary computers purchased with College funds (including start-up) can be replaced. A desktop computer is considered primary in the case of a desktop versus a laptop. Every other case for primary computers will be determined by the Department and the College’s IT unit.
• Must be a tenured or tenure-track faculty member or lecturer or staff person with at least 50% funding from the allocation
  i. All tenured or tenure-track faculty members are eligible regardless of the % funded from the allocation
• Existing computer must be 4 years or older

E. **Procedural Steps**

• Departmental inventories must be updated at the end of the calendar year and should include a note on the computers that are scheduled but have not been replaced for the remainder of that fiscal year. This process will ensure that the College budgets the correct amount for the subsequent fiscal year. The College IT unit and the Departments will work together on this.

• Laboratory computing replacement is not automatic and will require approval from Angel Kaifer, Senior Associate Dean for Research and Graduate Education and/or the Dean.

• Around the beginning of the fiscal year, the College IT unit will notify the departments of all approved computing replacements.
  o This will happen in two parts
    ▪ Computers due between June and November will be authorized for replacement in the Summer and Fall
    ▪ Computers due between December and May will be authorized for replacement in the Spring

• Departments should process the replacement computers on the departmental account and then arrange for reimbursement with the College’s fiscal office.
  o The College’s fiscal office will require all backup information including the quotation, FRS proof of charge and any other documents that may be pertinent
  o The Departments have the liberty to subsidize a more expensive cost of replacement. The College will not reimburse any amount above $1,000.

• TT Faculty, Lecturer, Staff turnover
  o In the event that an eligible individual leaves the Department or is not renewed, then that computer must be given to the replacement.
    ▪ If the individual will not be replaced then that computer needs to be returned to the College’s IT unit.

• Departments can either keep or dispose of the replaced computers. Please note that the College’s IT unit will only support these replaced computers in
cases where the old computer is transferred to a visiting faculty member, adjunct faculty or some other person within the department that is not eligible for the computing replacement program. Departments that choose to dispose the replaced computers must follow the hardware repurposing and decommission policy (see attached). Below are the steps to follow in this case:

- Send email to security@miami.edu
- List the computer(s) that need to be disposed of
- Only CPU’s with hard drives or CPU’s with the matching monitor and other peripheral hardware are eligible
- Monitors or any other type of peripheral hardware in isolation of the CPU will not be accepted
- No printers

Remarks:
The amount of $1,000 is a special price offered by Dell through the University unique to our computer replacement program. The affordability of the program is contingent upon the College’s ability to generate sufficient semi-recurring funds on an annual basis. Alterations to the plan may be necessary should the plan be underfunded.
**Policy:** The College and university will make every effort to provide new faculty with the necessary facilities and funding to establish a viable program of research or research agenda. In some cases, the level of necessary supplemental funding is nominal, in others significant. Therefore, it is essential that the identification and commitment of funding levels occur within the context of each individual’s needs and currently available resources. The level of funding will be contingent upon receipt of a formal request/proposal from the candidate and/or department chair that provides in general terms the nature of expenses/costs and the estimated level of funding required (Please see proposal template – optional). Further, funding commitments will be time limited, typically 3 years after hire date; an extension may be granted based on merit of request and the request should be made to Angel Kaifer, the Sr. Associate Dean for Research and Graduate Education and Daniel L. Pals, the Sr. Associate Dean for Faculty Affairs and College Diversity. The maximum extension for a junior faculty can be up to the end of the pre-tenure probationary period but each request must be made for one year and needs to be justified for that year. The maximum extension for a non-junior faculty will have to be negotiated with the Sr. Associate Deans and cannot exceed five years from the hire date.

**Procedures:**

1. Chairpersons should request start-up proposals from the recommended candidate (or perhaps top candidates). See attached template that may be used to develop such a proposal. This proposal will provide further insight into the candidate’s understanding of the activities and resources required to develop a successful research program. The chairperson is expected to review the proposal in light of existing departmental or university resources and with respect to normal resources required for an individual in the relevant field.

2. The chairperson and dean will discuss the proposal and determine the appropriate funding level, any restrictions, and the appropriate timeframe.

3. As part of the mentoring process, the chairperson is expected to monitor expenditures in individual start-up accounts to insure that funds are being spent in a timely manner and in accordance with the initial proposal. The chairperson has the authority to approve reasonable reallocation of funding to the extent that such funding is related to the individual’s research program.

4. If the candidate accepts, funds will be set aside centrally and transferred annually based on actual expenditures. To facilitate budget planning, department chairs will be expected to provide to the dean’s office a projection of anticipated total annual expenditures by candidate at the beginning of each fiscal year.

5. At the end of the time period specified in the offer letter, unspent funds will revert to the central pool unless an extension has been granted.
## Attachment 3 – A

### Operating Surplus (Deficit)

<table>
<thead>
<tr>
<th>Year</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Cumulative Surplus (Deficit)

<table>
<thead>
<tr>
<th>Year</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Growth Rate

<table>
<thead>
<tr>
<th>Year</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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### Details

#### Revenues

- **Direct Costs from Grants that can be applied to exp below** (enter in boxes to the right)
- **All indirect Costs from grants above that will be coded to Gables Campus** (enter in boxes to the right)

#### Expenses

- **Equipment**
  - Equipment 1
  - Equipment 2
  - Equipment 3
  - Equipment 4
  - Equipment 5
  - Equipment 6

- **Space**
  - Type: Yes or No
  - If Yes, then insert square footage for each year
  - Insert existing square footage that will be used
  - Type: Yes or No
  - If Yes, then what type of space? LAB, OR OTHER

- **Renovation Expenditures**

- **Total Non Salary Expenditures**

- **Total Expenditures**

### Operating Surplus (Deficit)

<table>
<thead>
<tr>
<th>Year</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Policy: The College will provide up to $6,000 in moving/relocation reimbursement funding for new tenured or tenure-track faculty. Department chairs may, at their discretion, supplement the level of College funding. Requests for College funding beyond the standard amount (for senior faculty or individuals with higher moving costs as outlined below) will be considered on a case by case basis only if presented at the time the offer is being negotiated and typically will be limited to no more than $2,000.

Procedures: Only the following expenses may be direct billed to the department and/or reimbursed to candidates via a BERF up to the amount committed in the offer letter:

- Airfare, hotel, per diem for candidate post-acceptance trip to campus to consult with colleagues & begin laboratory set-up; (house-hunting only trip expenses for candidate and/or expenses for family members are considered taxable income.)
- One-way airfare for relocation for faculty member and family/members of employee’s household who live in both old and new residences;
- P.O. for moving company packing/moving of household/laboratory items;
- Up to 30 days of storage costs for above as part of in-transit move;
- Rental of moving truck & gasoline (not mileage) for self-moving;
- Mileage @ prevailing IRS rate (as of Jan. 1, 2011 = 16.5 cents per mile) between prior residence & local residence if driving own car (gas, oil or other auto maintenance expenses during the trip are NOT reimbursable);
- Lodging expenses for self/family incurred during drive from prior residence to local residence;
- Legal fees for visa processing.
- Moving allowance through the Payroll Office will no longer be allowed; all reimbursements must be for approved costs as listed above.
COLLEGE OF ARTS AND SCIENCES – NON – TENURED/TENURE-EARNING FACULTY MOVING POLICY

Policy: The College will provide up to $1,500 in moving reimbursement funding to assist in the relocation of new visiting or non-tenure-track faculty who meet the IRS guidelines.

Procedures:
Only the following expenses may be direct billed to the department and/or reimbursed to candidates via BERF up to the amount committed in the offer letter.
  o One-way airfare for relocation for faculty member and family/members of employee’s household who live in both old and new residences;
  o P.O. for moving company packing/moving of household items;
  o Up to 30 days of storage costs for above as part of in-transit move;
  o Rental of moving truck & gasoline expenses (not mileage) for self-moving;
  o If driving own car, mileage @ the prevailing IRS rate (as of Jan. 1, 2011 = 16.5 cents per mile) between prior residence & local residence (gas, oil or other auto maintenance expenses during the trip are NOT reimbursable);
  o Lodging expenses for self/family incurred during drive from prior residence to local residence;
  o Legal fees for visa processing.
  o Moving allowance through the Payroll Office will no longer be allowed; all reimbursements must be for approved costs as listed above.
F. Purpose

The purpose of this document is to delineate when and how an exempt administrative/professional staff position is eligible for relocation and/or moving expenditures.

G. Definitions

- **Staff Employee/position**: Exempt administrative/professional non faculty employee
- **Director or higher**: Any title that is Director or higher in the Human Resources structure
- **Revenue Generating**: Generates revenues for the College and/or University

H. Policy

- **Staff positions may receive some assistance for relocation (up to a maximum of $5,000) if the position is Director or higher and if the position is deemed as revenue generating by the College of Arts and Sciences.**

I. Procedural Steps

- The relocation/moving expenditures can be provided in two ways
  - i. One time lump sum payment above and beyond base salary
    1. The staff employee must obtain 3 quotes from moving companies and the most economical quote will be used to pay the one lump sum payment (maximum of $5,000)
    2. This method results in additional taxable income to the employee
  - ii. Moving expenditures can be paid directly by the University of Miami procurement office.
1. More information is available at [https://www6.miami.edu/purchasing/MOVERS-GUIDE/MOVING-GUIDE.pdf](https://www6.miami.edu/purchasing/MOVERS-GUIDE/MOVING-GUIDE.pdf)

2. The policy for this is BS J-140 SHIPPING HOUSEHOLD GOODS/UM EXPENSE - [https://www6.miami.edu/policies_procedures/Purchasing/PDF-Version/BSJ-140.pdf](https://www6.miami.edu/policies_procedures/Purchasing/PDF-Version/BSJ-140.pdf)

3. This method does not result in additional taxable income to the employee as long as the items are qualified. Examples are:
   a. One-way airfare for relocation for employee/family members of employee’s household who live in both old and new residences
   b. Purchase order for moving company packing/moving of household items – this can be handled directly with purchasing using the moving guide
   c. Up to 30 days of storage costs as part of in-transit move
   d. Rental of moving truck and gasoline (not mileage) for self moving
   e. Lodging expenses for self/family incurred during drive from prior residence to local residence

4. Items that are reimbursable but subject to taxes are:
   a. Storage more than 30 days

5. Items that are not reimbursable:
   a. House-hunting trips
   b. Additional legs to the relocation transit such as a stop in an amusement park
   c. Shipping of cars and boats
   d. Unusual items, such as tool sheds
   e. Transportation of pets
   f. Maid service, drapery cleaning, etc
   g. Transportation of plants
   h. Other items deemed unacceptable by division Deans or Chairperson
• If the staff employee resigns within a year of the start date then the amount of the relocation/moving expenditures will be reimbursed to the University by the staff member.

• The Departments have the responsibility for the following:
  i. Obtaining approval from the Dean for eligibility of the employee
  ii. If the salary method is chosen, Department has the responsibility to enter this into DHRS.
      1. Payments are subject to withholding taxes but not subject to fringe benefits.
      2. To submit in DHRS: process allowance with the New Hire/Rehire document using event code A (New Hire) or B (Rehire) as appropriate. If processed after the new hire/rehire has been approved, use the Salary Change document and event code RP (retro pay).

• Employee Type  Job Code  Earning Code Object Code
  Administrative  A  916  1984

• If purchasing method is chosen, Department has the responsibility to set up and track the purchase order, invoices and payment. Specific directions are provided in the moving guide.

• Please contact Hector Silva at 284-4029 or email him at hsilva@mail.as.miami.edu should you have any general questions related to the policy. You can also contact Magali Pertierra at 284-6104 or email her at mpertierra@miami.edu should you have any questions on the DHRS entry for the relocation.
Cell Phone and PDA Policy

Purpose

This policy sets forth the circumstances under which the University of Miami ("University") will provide a taxable cell phone allowance or a University provided Personal Digital Assistant (PDA) to faculty and staff whose duties and responsibilities require them to maintain a cell phone or Personal Digital Assistant (PDA) for academic or business use. The policies described in this document will be the only methods used to provide funding for cell phone usage or the provision of PDA services by the University. Other reimbursement methods are not permitted.

Policy

Eligible faculty and staff whose job duties require the frequent need for a cell phone may receive a taxable allowance to cover academic or business-related costs. For eligible faculty and staff requiring a Personal Digital Assistant, i.e., Blackberry, iPhone, etc., the University will continue to procure and own the device and pay the monthly recurring service charges for the use of the PDA for academic or business purposes.

Cell phone allowances or PDA assignments must be authorized by the appropriate Vice President or Dean by completing the Cell Phone/PDA form included at the end of this policy.

I. Cell Phones Allowance Procedures

A. Criteria for Cell Phone Allowance

- The job function of the person requires considerable time outside of assigned office or work areas and/or outside of scheduled or normal work hours (e.g., on-call for critical University services); it is essential to the University that the person be accessible during those times; and the needed interaction cannot be done effectively through less costly means (home phone, pager, etc.).

B. Determination of Dollar Amount of Allowance for Cell Phone

- The cell phone allowance is intended to defray the cost of conducting University services and may not cover the total cost of a cellular service or usage. The voice-only plan allowance is $48.00 per month.

- The taxable allowance is paid through payroll and is included in the person's payroll direct deposit. A specific earnings code and object code are used to track this expense.

- The taxable allowance is not included in compensation for purposes of determining University retirement coverage or other benefits. The annual W-2 provided to faculty and staff will reflect the allowance paid and all applicable taxes.

C. Equipment Cost

- The person receiving a cell phone allowance is responsible for the purchase of a cell phone and will not be reimbursed for that cost. Note that most service providers offer free or low cost equipment on promotion.
D. Use of Services
- The person must retain an active cell phone plan as long as an allowance is in place and must disclose the cell phone number to their supervisor and other University personnel as required to complete the requirements of their position. If cell phone service is cancelled, the supervisor and the Payroll office must be notified so the allowance can be terminated.

E. Documentation and Review Requirements
- An approved Cell and PDA Request Form, with appropriate approvals and authorization, must be submitted to the Payroll Department to initiate the payment of an allowance via the payroll system.
- The Vice President or Dean is responsible for an annual review of academic or business-related cell-phone use, to determine if existing cell phone allowances should be continued. Use the Cell and PDA Request Form, to notify the Payroll Department that the allowance needs to be terminated.

II. PDA Assignment Procedures

A. Criteria for the need of a PDA
- The job function requires access to email outside of the office and/or beyond regularly scheduled working hours; and it is essential for the University that the person has the ability to receive and send email during those times. Or, at the Miller School of Medicine, the University requires that a particular device be used to enter and/or access clinical data. The University will not support, purchase or reimburse faculty and staff for more than one device.
- Each department is responsible for ensuring the University pays the lowest possible costs for PDAs and recurring service charges by choosing from approved University vendors and plans, reviewing monthly bills, monitoring individual usage, and adjusting individual rate plans as needed.

B. Determination of Dollar Amount for Corporate Paid PDA Service
- The University will negotiate corporate data service for iPhones, Blackberrys and other PDAs. Departments may choose a plan from the approved list of providers. PDA services from other providers will not be reimbursed.

C. Equipment Cost
- The University will purchase a PDA and accessories from an approved list of vendors and plans and incur no more than $250 in equipment charges, excluding required licensing and IT setup, for any individual every two years. Any cost in excess of this guideline will be the responsibility of the individual. The department head is responsible for approving the cost of the PDA and ensuring that any excess cost is refunded to the University by the individual. Each individual is responsible for safeguarding University-owned PDA’s. If a replacement device is needed before the two-year period is reached, the individual is responsible for the cost of replacing the device if not covered under warranty.
III. Policy implementation transition

Upon implementation of this policy, the following actions will be taken by faculty or staff and the University.

Vice Presidents and Deans will review a listing of all University owned devices and determine who should receive a cell phone allowance or University provided PDA.

Cell Phones
- If it is determined that an individual who has a University paid cell phone does not qualify for an allowance, he or she must cancel the service or convert the existing account to a personal contract. The individual may keep the device for personal use, since in most cases, the used device has nominal value.

- If it is determined that the individual who has a University paid cell phone qualifies for an allowance, the employee is responsible for transitioning the University paid cell phone to individual responsibility.

- Department heads are responsible for assuring their faculty and staff are in compliance with this policy.

PDAs
- If it is determined that an individual who has a University-paid PDA does not qualify for a University-paid device, he or she must cancel the service or convert the existing account to a personal contract. The individual may keep the device for personal use, since in most cases, the used device has nominal value.

- If it is determined that the individual who has a University paid PDA will continue with an existing University contract, the department head is responsible for assuring that the cost of the University paid device, accessories and monthly usage fees do not exceed the limits established by this policy as negotiated and approved by the Purchasing Department. Other features such as games, ring tones, screen savers, etc., which are available at an additional charge, may not be billed or paid by the University.
Cell and PDA Request Form

SECTION 1: Faculty/Employee Information

Faculty/Employee Full Name: __________________________  C Number: __________  Current UM Cellular Phone #: __________________________

Department Name: __________________________  Office Phone #: __________________________  UM e-mail address: __________________________

SECTION 2: Requested Action (check one):

☐ Approve cellular phone allowance ($48/mo)  ☐ Terminate cellular phone allowance

☐ Approve data service and device  ☐ Terminate data service

SECTION 3: Justification (check all that apply)

☐ Job function requires considerable time outside of assigned office or work area or beyond normal working hours (i.e., on-call responsibilities for critical university services) and it is essential to the University that the faculty member or employee be accessible by telephone during those times.

☐ Job function requires considerable time outside of assigned office or work area or beyond normal working hours (i.e., on-call responsibilities for critical university services) and it is essential to the University that the faculty member or employee has access to email during those times.

I hereby certify that all information presented is accurate and that I have read and understand the University's Cell and PDA Policy.

Faculty/Employee Signature: __________________________  Date: __________________________

SECTION 4: Approvals

Department: __________________________

VP/Den/ Name: __________________________  Title: __________________________

I have reviewed the job functions of the individual identified in this request form and certify that their job functions meet the criteria for a cellular allowance or data service as described in the Cell Phone and PDA Policy. I hereby authorize the payment of a cellular allowance or data device and service for this individual.

Signature: __________________________  Date: __________________________

Department Account # to pay for charges:

*Form requires approval from Daniel L. Pals, Senior Associate Dean for Faculty Affairs & College Diversity
This document outlines established College policy and procedure concerning the recapture of faculty salary funds released and replacement cost coverage under different circumstances.

- **Faculty vacancies**: The funds from any vacated faculty position (through retirement, resignation, death) revert to the College. Any needed course coverage will normally be met through teaching replacement (PT/OT), occasionally a Visiting Assistant Professor VAP or lecturer, with the type of replacement and central supplemental funding level approved in advance following review of requests submitted to the Senior Associate Dean for Academic Affairs.

- **Sabbatical, Medical, Personal or FMLA leave**: Any funds dedicated to the individual’s faculty salary revert to the College and course coverage that cannot be handled collegially is funded by the College.

- **Professional leave**: Salary released from faculty on professional grants (NEH, Guggenheim, etc.), is split 50/50 between the Department and College, with the Department having primary responsibility for the cost of replacement course coverage, if any.

- **Buy-outs**: Faculty salary funds released by course buy-outs on grants remains in the Department. With these funds, the Department is expected to cover any necessary replacement course(s) and use the remaining funds for highest departmental needs. In accordance with institutional policy, departments with significant projected research release funding will be asked to submit an expenditure plan for those funds (in general terms) early in the academic year.
Attachment 9

TO: Chairs/Program Directors
FROM: Leonidas Bachas, Dean
SUBJECT: FY12 Scheduling, Teaching Assignments & Supplemental Funding Needs
ATTACHMENT: 2011-12 Teaching Assignments and Supplemental Needs Template File
DATE: March 7, 2011
DEADLINE: Monday, March 21, 2011

As happens every year, I am asking you to provide the College with specific information regarding your faculty and graduate student teaching assignments for the next academic year, to identify planned or scheduled sections that cannot be covered by your budgeted positions, and to identify the related need for temporary or supplemental replacement positions and/or funding. Your planning should account for multiple uncertainties including but not limited to enrollment, faculty availability and funding availability. Currently, the College provides an additional graduate student line for Departments that have dissertation fellowship winners, however, for FY2012, the College can only provide part-time/overtime (PT/OT) replacement funding for a dissertation fellowship graduate student. There has not been any indication of increased funding for the next fiscal year. Previous messages in reference to no new central or growth funding have been reinforced this year and no change should be anticipated. The College will be expected to carefully review expenditures in terms of ‘mission critical’ priorities. Requests should be based on anticipated needs and mission-critical in nature for the Department/Program, College and Institution. Requests that do not meet this criteria will be denied despite the fact that approvals have been granted in the past.

The College must continue to place a high priority on the quality of our academic and research programs and student education (both undergraduate and graduate). Limited resources will challenge each unit to think about how to improve upon what is currently being done without compromising and hopefully enhancing the student experience. We encourage you to find opportunities where departments and/or programs can work together and maximize resources.

In addition to continued quality in instruction, the College has placed a high priority on the continued professional development of our faculty, and on the timely completion of doctoral programs by our graduate students. Applications for sabbatical and junior research leave have all been reviewed and approved according to their merits. Both of these programs presume the
collegial coverage of lost teaching where possible, and the minimization of replacement costs where appropriate. However, we recognize that not all departments or programs can offer essential curricula while reducing replacement costs to zero, and this is the process by which departments should identify their essential needs and the necessary replacement costs.

Department and program curricular planning and faculty and TA assignments should reflect the following:

1) Department and program schedules should reflect a careful review of FY11 enrollments and major trends and related impact. Courses that are not requirements for a major should be looked at in depth and should be offered with less frequency should prior enrollment analysis determine a reduced demand.

2) Departments must build in flexibility in terms of offerings and faculty assignments to accommodate unanticipated shifts (using closed until announced open sections).

3) Decisions regarding approval of funding will be made on a case-by-case basis. Resources are very limited so please use discretion in your requests and only submit those that are mission-critical.

Since there may not be sufficient time for all decisions regarding the continuation of temporary full-time positions and/or PT/OT funding to be made in advance of student advising and registration, your on-line schedule should list the names ONLY for your regular (TT) faculty, for NTT Faculty (lecturers & VAPs) with budgeted positions or individuals for whom you have received written approval of reappointment and funding for FY12, and for continuing funded TAs. List as TBA the instructor for any section(s) needing temporary, part-time or overload appointments and/or funding until your completed FY12 Teaching Assignment Forms and supporting documents have been reviewed by the Dean’s office and formally approved. Instructor names will be added to the online system as soon as funding is approved. A cover memo requesting supplemental faculty and/or funds should include relevant enrollment trend information and/or explain any changes that have already been made to increase efficiency. It should also address the potential impact to your program of not filling requested positions. **No appointment offers based on PT/OT funding should be made without prior approval from the Dean’s office.** The completed templates/excel file, cover memo and any supporting materials should be sent as e-mail attachments to hsliva@mail.miami.edu as soon as possible, but not later than Monday, March 21, 2011.

In terms of enrollment management, courses that have low enrollments will need to be cancelled by the Chair/Program Director. “Low enrollment” will be defined as a graduate course (500- or 600-level) with 5 or fewer students or an undergraduate course with 10 or fewer students. Courses that have routinely received only the minimum enrollment will also be reviewed with an eye to possible cancellation and cycling over alternate years. Please do not
Attachment 9

procrastinate on cancellation decisions involving faculty members that need to be reassigned to another course. These faculty members will need sufficient time to prepare and should be made aware that they will be asked to teach an alternate course, even one of a different level or nature within the same semester or teach an additional course in the subsequent semester.

I appreciate your cooperation and your creative solutions to planning for the 2011-2012 academic year. If you have any questions or other ideas for providing course offerings in the current environment, please consult with Traci Ardren, Senior Associate Dean for Academic Affairs.
INSTRUCTIONS FOR COMPLETING SUMMARY OF ANTICIPATED COURSE OFFERINGS, TEACHING ASSIGNMENTS AND SUPPLEMENTAL NEEDS FORMS
Revised August 10, 2011

The forms in the excel worksheet are used to confirm the tentative (expected) teaching assignments for each of your full-time faculty and teaching assistants (by course & section where known, or by level or number of credits when details are still pending) and to identify supplemental faculty needs.

The file has several different worksheets:

A. **Regular Faculty** (tenured and tenure-track). List all returning faculty in alphabetical order; include separate listings for any current searches at bottom – list as TBA “Rank/Field.” Use the “Continuation” worksheet if list exceeds one page.

   List the courses and/or credit equivalent of sections to be taught. Include only courses or sections that are considered part of the department’s normal load. *Directed readings, projects, research and other arranged sections are not considered part of load, nor will they qualify as part of load when given an assigned time/section.* In the case of laboratory sections, distinguish between oversight responsibility and teaching responsibility. Clearly identify the reasons for any variation from the normal departmental load. Reductions in teaching load require the prior approval of the Dean.

B. **Non-Tenure-Track Faculty** – Provide the same information as noted above for regular faculty, but group these faculty as noted below. Use the “Continuation” worksheet if the list exceeds one page. **REMEMBER:** The normal load within the College for Lecturers is 4/4 and for visiting faculty is 3/3. Any variation from these loads must have prior approval and be noted on the form.

   B1. **Approved & Budgeted.** This section should include only those returning faculty on permanently budgeted lines, i.e., those listed by this office on your salary recommendation worksheets, and who were recommended for reappointment for the 2007-08 academic year by the department. If you have a vacant budgeted position and have received permission to search/ﬁll that position, include assigned sections at the bottom as “TBA-name of person being replaced”.

   B2. **Temporary Approval.** Individuals or positions approved on a one-time-only basis for AY2007-08 should be listed as “TBA-rank and name (if known). Note the reason for the position (i.e., LOA, unfilled line, etc. in the remarks section.)

**NOTE:** If you have not yet received written approval for reappointment of a specific individual in a temporary position or for the posting of a temporary position, the related courses should not be listed in section A or B, but rather should be included in your list of courses for which part-time or temporary faculty will be required (Section D).
Please note, absent prior reappointment approval and/or a signed offer letter or contract, the inclusion of a name on this form does not constitute authorization to (re)hire.

C. Teaching Assistants. Centrally funded (U-budgeted) TA positions are intended to provide direct support of the department’s teaching mission.

In this section you are asked to clarify the normal work assignment for teaching assistants in your department; please be as clear and specific as possible. According to University policy, first year TA’s without prior teaching experience are not allowed to teach an independent section of a regular course, but may teach laboratory or discussion sections, or serve as tutors, graders or lab monitors.

Once you have clarified the normal work assignments for your TAs, we are asking you to project the anticipated number of filled TA positions for the coming year, by year of student enrolled, i.e., how many in first, second, third year etc. In the columns next to each year/number, you should indicate the number of sections to be taught in each semester by those students. If the number of sections to be taught does not correspond to the number of students, you need to explain the reason for the variance.

In accordance with standard College and department policy, students should be assigned to regular, lab or discussion sections if they are eligible to teach. Teaching assistant positions are not intended or funded to support administrative activities or as research assistants for individual faculty. To the extent that an individual TA is not assigned to teach a course or alternate approved duties, prior approval of the dean’s office is required for an alternative work assignment.

D. Anticipated Supplemental (i.e., Temporary PT/OT (part-time/overtime) Faculty Funding Needs. This section identifies those sections or other teaching-related needs that cannot be covered by currently approved full-time faculty or TA’s. Please refer to the attached policy regarding the expected funding sources for pt/ot needs.

Temporary full-time and PT/OT faculty funding allocations are subject to annual review, justification and approval. Your formal request for funding should accompany this form. Please provide an explanation of changes if your part-time/overtime funding need is expected to vary significantly from prior years.

Departments with supplemental faculty funding needs may not increase the number or diversity of course offerings without prior written approval of a proposal that outlines the proposed changes and related costs (from Traci Ardren, Sr. Associate Dean for Academic Affairs and Civic Involvement (undergraduate courses) and/or Angel Kaifer, Sr. Associate Dean for Research and Graduate Education (Graduate courses) and/or the Dean). To the extent that approved new full-time faculty (regular or NTT) will be covering courses previously funded from part-time allocations, the request for funding for part-time overtime appointments is expected to be proportionately reduced.

In completing this section, you should identify those needs/costs that are tied to (and will be funded by) released funds from faculty with teaching reductions related to externally funded work or individuals on unpaid leaves. Similarly, please indicate on the form if the central PT/OT need is related to a temporary vacancy, i.e., paid or unpaid leave, because the nature of a leave has implications as to funding source used.
If your department receives funding from outside the College for specific courses (Weekend College, Honors, etc), the number of sections to be covered by such funds must also be identified.

If the format of this section does not provide for a clear explanation of your department’s needs and costs, please feel free to use an alternate format.

The template for this form is available as an excel file on the College’s website at: http://www.as.miami.edu/resources/fiscal. Note that within the file there are multiple worksheets (TT - for Regular faculty; NTT- for Other full-time faculty; Continuation – to be used to continues lists for Regular or NTT faculty; TA’s graduate assistants ; Supplemental Funding Needs – to identify offerings that cannot be covered by existing resources and the ways in which the department or programs proposes to cover those needs; and Programs – for interdisciplinary programs to identify the courses being taught by faculty from other departments or programs as part of load (i.e., no cost to program)).
A: REGULAR FACULTY: Normal load, research and teaching focus: _________section/yr

Return completed forms and supporting material to Hector Silva in the Dean’s Office via e-mail: hsilva@mail.as.miami.edu

Please be as specific as possible regarding course number or level and/or section. If specific information is not available, then list the total number of credits (or credit equivalent) of planned teaching. Do not include arranged sections or laboratory or discussion sections taught by TA’s as they are not part of normal load.

COMMITMENT TO INTERDISCIPLINARY PROGRAMS (Number of sections annually):

Please clearly note these assignments by individual faculty as well.

Date: ____________

DEPARTMENT OF ____________________________ Page _____ of _____

<table>
<thead>
<tr>
<th>TENTATIVE TEACHING ASSIGNMENTS</th>
<th>Total #</th>
<th>Comments or explanations for variance from normal load (e.g., Sabbatical, LOA, admin red)</th>
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<tr>
<td>Name</td>
<td>Title</td>
<td>Course/Sec</td>
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</table>

Please list only one individual per divided section below – to add additional sections see instructions below.

To Add additional names/sections, (1) Highlight Rows 61-64, (Shift downspace on row #); then copy (Control C)

Then put cursor on Row # 61 and type Control + – The page set-up will print all added faculty.

Delete these instructions and fill in faculty information
### B: Budgeted NON-TENURE TRACK FACULTY: Normal load: Lecturer - Eight courses per year

| Visiting | Six courses per year |

Please be as specific as possible regarding course number or level and/or section. If specific information is not available, then list the total number of credits (or credit equivalent) of planned teaching. Do not include arranged sections or laboratory or discussion sections taught by TA's as they are not part of normal load.

Include only regularly budgeted lecturer positions, i.e., NOT those listed as temporary in your 2010-11 Approved budget.

Return completed forms and supporting material to Hector Silva in the Dean's Office via e-mail: hsiiva@mail.as.miami.edu

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<tr>
<th>Name</th>
<th>Title</th>
<th>Course Sec</th>
<th>Credits</th>
<th>Course Sec</th>
<th>Credits</th>
<th>AY</th>
<th>Comments or explanations</th>
</tr>
</thead>
</table>

Please list only one individual per divided section below -- to add additional sections see instructions below.

To Add additional names/sections, (1) Highlight Rows 65-69, (Shift downspace on row #); then copy (Control C). Then put cursor on Row # 65 and type Control + -- Once completed, the printing page set-up will print all added faculty.

Delete these instructions and fill in faculty information.
C: TEACHING GRADUATE ASSISTANTS:
The list below should account for all approved U-budget positions. List by name where known, and list each TBA position separately.

<table>
<thead>
<tr>
<th>Name or Position #</th>
<th>C#</th>
<th>Date Admitted</th>
<th>Earned Crs Prior to Fall 11</th>
<th>Expected Cr Hr. Enrollment</th>
<th>No. Yrs. Assistantship Funding</th>
<th>Course, Section or Alternate Assignment (Note text in this column will wrap to next line if needed)</th>
<th># Crs</th>
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**FALL 2011 WORK ASSIGNMENT**

First Year TA's

Second Year TA's

Third Year TA's

Fourth Year TA's

Fifth Year(s) TA's

Non-U-Budget Graduate Assistants with teaching duties as part of load/curriculum in AY11. Please indicate stipend funding source. DO NOT include students teaching at pt rates.

Non-U-Budget Graduate Assistants with assigned teaching duties

Return completed forms and supporting material to Hector Silva in the Dean's Office via e-mail: hsilva@mail.as.miami.edu.
**D: TEMPORARY FULL-TIME NTT FACULTY REQUESTED:** Normal load: Lecturer - Eight courses per year
Visiting - Six courses per year

Return completed forms and supporting material to Hector Silva in the Dean's Office via e-mail: hsilva@mail.as.miami.edu

**USE THIS FORM TO IDENTIFY THE TEACHING ASSIGNMENTS FOR REQUESTED TEMPORARY/FULL-TIME POSITIONS**

A separate memo of request with explanation, proposed salary and funding source is also required.

The Sr. Associate Dean will confirm decisions regarding these appointments. Absent confirmation, sections should be listed as "d" and as TBA in Class Schedule.

Be as specific as possible regarding course number or level and/or section. If specific information is not available, then list the total number of credits (or credit equivalent) of planned teaching.

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>PROJECTED TEACHING ASSIGNMENTS</th>
<th>Reason for Request, funding source</th>
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<tbody>
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<td><strong>Fall 2011</strong></td>
<td><strong>Spring 2012</strong></td>
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Return completed forms and supporting material to Hector Silva in the Dean's Office via e-mail: hsilva@mail.as.miami.edu
### E1: PART-TIME/OVERTIME FACULTY NEED FOR FALL 2011 - UNCOVERED SECTIONS

List below all sections included in your Fall 2011 Schedule required to meet expected demand and not covered by individuals in sections A-D. However, these sections must be listed as "On Hold" or "Closed until Announced Open" in the on-line system unless funding has been identified within the department and/or firmly committed from an identified source and appointment has been approved by the Senior Associate Dean. When central funding is necessary, a separate request should be submitted justifying the enrollment or curricular need for the section.

DO NOT include 'held' or 'closed until announced open sections listed only as a contingency or alternative assignment for an individual faculty.

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<tr>
<th>Course No.</th>
<th>Section</th>
<th>Credits</th>
<th>Title</th>
<th>Instructor's Name (if Known)</th>
<th>Proposed Salary/Rate</th>
<th>LEAVE OF ABSENCE REPLACEMENT FOR PT/OT ALLOCATION</th>
<th>APPROVED OR REQUESTED CAS RESEARCH RELEASE REPLACEMENT FOR</th>
<th>Non-CAS</th>
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**TOTALS**

Name, Signature of Department Chair or Program Director.
### E2: PART-TIME/OVERTIME FACULTY NEED FOR SPRING 2012 UNCOVERED SECTIONS

List below all sections planned for your Spring 2012 Schedule required to meet expected demand and not covered by individuals in sections A-D. However, these sections must be listed as "On Hold" or "Closed until Announced Open" in the on-line system unless (until) funding has been identified within the department and/or firmly committed from an identified source and appointment has been approved by the Senior Associate Dean. When central funding is necessary, a separate request should be submitted justifying the enrollment or curricular need for the section.

**DO NOT** include "held" or "closed until announced open" sections listed only as a contingency or alternative assignment for an individual faculty.

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<tr>
<th>Course No.</th>
<th>Section</th>
<th>Credits</th>
<th>Title</th>
<th>Instructor's Name</th>
<th>Proposed Salary/Rate</th>
<th>LEAVE OF ABSENCE REPLACEMENT FOR</th>
<th>APPROVED OR REQUESTED CAS REPLACEMENT FOR</th>
<th>RESEARCH RELEASE REPLACEMENT FOR</th>
<th>Non-CAS</th>
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**TOTALS**

Name, Signature of Department Chairperson or Program Director
The Cooper Fund was established as a quasi-endowment to support faculty research and teaching activities in the College. In an effort to recognize and reward some of our most valuable faculty the College will allocate a significant portion of this fund according to the following policy:

- Cooper Fellows—tenured full professors in the College of Arts and Sciences—will be appointed by the Dean from across the College. Initially, five faculty members will be appointed as Cooper Fellows, with typically three appointed annually in subsequent years.
- Each Cooper Fellow will be appointed for a three-year period.
- Cooper Fellowships will rotate among faculty after a three-year period.
- In addition to acknowledging the faculty member’s contributions by the title “Cooper Fellow,” the appointment will come with an annual research fund of $15,000. The funds may be used in whole or part to support the fellow’s salary (including cfbs) or research, and unspent funds may be banked by the fellow for use beyond the period of appointment. A faculty member may request a one-semester release from teaching in lieu of this three-year stipend.
- The criteria for selection will be excellence in contributing to our core missions of scholarship, teaching, and service (in that order).
- To assist the Dean in making these appointments, nominations will be solicited from departmental chairs, but nominees will not be limited to this pool.
- The Senior Associate Dean, in-charge of this fund is Daniel L. Pals, Sr. Associate Dean for Faculty Affairs and College Diversity.
The College will continue to provide funding in faculty support for international travel. Faculty members may request up to $1,200 for travel to make presentations at conferences outside of North America from June 1, 2011 through May 31, 2012. Please keep in mind that there is a set amount of funding for this and while the College would like to support every faculty member the resources are limited so we are asking Chairs to be selective.

Funds may be requested throughout the fiscal year.

Requests should include title of the presentation, information about the conference and sponsoring organization, endorsement from your chair, and a brief budget. Approved funds may be used to supplement funding provided by your department. In order to make these funds available to the greatest number of faculty, more than one request per person will not be considered.

Please submit requests to Daniel L. Pals, Senior Associate Dean for Faculty Affairs and College Diversity
"BEYOND THE BOOK"

SUMMER AWARD FOR RESEARCH-BASED LEARNING

AWARD INFORMATION

The College of Arts and Sciences is pleased to fund research activities for A & S undergraduate students (freshman, sophomores and juniors) to pursue special intensive learning beyond the traditional classroom experience. Such opportunities may include, but are not limited to summer lab research, fieldwork, internships, and archival research. Projects involving surveys and/or interviews require approval from the University’s Institutional Research Board. Descriptions of some of the activities funded last year may be found on the college website at: http://www.as.miami.edu/undergraduate/beyondbthebook.

Recipients will receive a stipend of $2,500.00. At the completion of their research activities, participants are required to submit a 3-5 page report to the Dean of the College of Arts & Sciences. Students may receive only one “Beyond the Book” award; previous awardees are not eligible.

To apply, Arts & Sciences students must submit an application (available online or in the Dean’s Office at Ashe #227), an unofficial copy of student transcript, a 500-word description of their proposed project, an expense budget, and a letter of recommendation from a faculty member.

Applications are due in the Dean’s Office by ________________

ALL RESEARCH MUST BE CONDUCTED BETWEEN MAY 16, 2011 TO AUGUST 15

Awards will be announced in mid-March.

For additional information, please contact Angie Callessis at 305-284-4036 or ecallessis@miami.edu
"BEYOND THE BOOK"

SUMMER AWARD FOR RESEARCH-BASED LEARNING

APPLICATION FORM

DUE: ________________

Student Name ________________________________

Student C # ____________________________ Major ____________________

Campus Address ________________________________

Cell Phone # ____________________________ Email ____________________

Home Address ________________________________

Research Area ________________________________

Proposal Title ________________________________

Research Dates from ____________________ to ____________________

Research Location ________________________________

Will you have other research/internship funding for the summer? Yes No

If so, please list ________________________________

Recommendation by ________________________________

Email of faculty member __________________________ Contact # ____________________

Application Checklist:

☐ Application form
☐ Transcript
☐ Description (500 words)
☐ Budget
☐ Recommendation letter