

Academic Personnel Spring Bulletin 2006-07

April 1, 2007

Academic Personnel Services is the office responsible for personnel matters of faculty and unclassified staff in academic departments. Contact us for employment questions, medical leave assistance, salary questions, policy and procedure advice. Our homepage, <http://www.units.muohio.edu/aa/> is your source for forms, announcements and contact information, including:

- Grant forms
- Medical leave certification forms
- Summer appointment forms



MU Administrators' Resource Corner
Records of FORMER employees
Retention Project—Update

We are currently merging departmental, divisional and Academic Personnel files for the years 1989 through 1996. If you have not forwarded files for faculty or staff who left the University during these years, **please do so immediately.**

During the academic year 2007-08, we will begin the last phase, and will be notifying offices when to send files on a one-year basis. This will be a transition to following our Academic Records Retention policy on an annual basis. We appreciate your continued support on this project.



Are You Using Academic Personnel Forms?

Academic Personnel forms are available at:
<http://www.units.muohio.edu/aa/Forms>

Please use this site to download any forms pertaining to employment, leaves, or payment issues concerning faculty, graduate assistants, or unclassified staff in academic departments.

Summer Contracts—it is time to complete and sign your summer session appointment form. It originates in the department or regional campus then goes to the Dean. The final destination is Academic Personnel, where your salary is entered into the summer payroll. The original signed contract will be sent to you in campus mail. If you don't receive it, assume that it was not received by Academic Personnel and check with your department.

HIRING PRACTICES

Additional Payments—For International Students & Foreign Nationals

Graduate assistants on a student visa and faculty or staff who work at Miami on a specific work authorization are restricted from performing additional assignments beyond their primary appointment. **Any violation may jeopardize their student or employment status, and payments may be denied.**

To verify additional assignment eligibility prior to any agreements, please contact Academic Personnel.

In addition, all graduate assistants on a full- assistantship must have approval from the Graduate School Dean for work above the assistantship.

When a faculty member needs to hire a student or researcher to assist with a project or to work on a grant, compliance with Miami's hiring policies and federal employment regulations is required for approval. It is very important for a faculty member to contact his or her department chair and Academic Personnel Services prior to making any hiring arrangements or agreements.

Benefits News

- STRS representatives will be on campus May 24.
- OPERS representatives will be on campus 4/26 & 5/17 and monthly through December.
- **Contact** Kim Sens 9-4939 to register for individual sessions.
- Look for information on the Health Savings Account from Benefits Services.
- Benefits Services website can be accessed at www.units.muohio.edu/prs/Benefits

New Faculty in 2007

Below are some helpful websites that can be recommended as resources for new faculty coming to your department in the Fall.

- Emergency Loans are available. <http://www.units.muohio.edu/aa/index.php> provides more information.
- Housing: <http://www.units.muohio.edu/bussvcs/realestate/> provides information on rentals.
- Trailing Partners is a resource of local employers for spouses or partners of employees new to the area. Check it out at <http://www.units.muohio.edu/aa/areaemployers/>.

New E-Mail & Calendaring System—During May Miami will be migrating to Microsoft Exchange to replace Eudora and MeetingMaker. For more information and FAQ's go to <http://community.muohio.edu/email/>

Faculty Search Committees

When you are recruiting, don't forget about the online brochure library available through Academic Personnel at:

<http://www.units.muohio.edu/aa/resources/>

Use it to give potential employees and new faculty an idea of what Miami University and the Surrounding Oxford area have to offer.

Contacts:

- Janet Cox, Assistant Provost for Personnel & Director
9-6724
- Celia Ellison, Assistant Director
9-7268
- Stephania Morton (Full-time Faculty)
9-6725
- Paula Murray (Part-time Faculty)
9-2003
- Tami Ballinger (Graduate Assistants)
9-6833
- Sandi Ledger (Special Payments)
9-2492
- Charlene Kelley (Summer Appointments & Unclassified Staff)
9-7235