Clear Form

MIAMI UNIVERSITY SUMMER SESSION AND CREDIT WORKSHOP APPOINTMENT

Base Salary $_____
(Full-time faculty only)

Name (last, first):_____

Banner ID #: _____ Social Security #: _____-_____-_____

Department/Office: _____ Home Department: _____

Date prepared: _____/_____/_____ **Check one:** ☐ original ☐ amended*
*replaces original, include all assignments

24% $_____

30% $_____

Max $_____
Academic Personnel Office Use Only

A. ADMINISTRATIVE/SPECIAL ASSIGNMENTS funded by Miami University *(not external grant funded research)*

TERM	CAMPUS	ASSIGNMENT	POSITION #	INDEX	ACCOUNT	SALARY

B. INSTRUCTION: Budgeted Courses/non-enrollment contingent

TERM	CAMPUS	DEPT	COURSE #	SECTION	CR. HRS.	POSITION #	INDEX	ACCOUNT	SALARY

Budgeted courses on the regional campuses must be approved by the Regional Campus Dean before preparing contract.

C. INSTRUCTION:

1. Enrollment Contingent Courses/non-budgeted on regional campuses*

TERM	CAMPUS	DEPT	COURSE #	SECTION	CR. HRS.	POSITION #	INDEX	ACCOUNT	SALARY

2. Credit Workshops* Must be listed below but **are not paid** from this form. Submit **Payroll Document** found at www.units.muohio.edu/aao/forms.

BEGIN DATE	END DATE	DEPT	COURSE #	SECTION	TITLE	PROPOSED SALARY

*Enrollment contingent courses are subject to cancellation by Miami University if enrollment minimums are not met. If canceled, no salary will be paid. Instructional staff may agree to accept reduced salary in lieu of cancellation for enrollment contingent courses on the regional campuses and all credit workshops, but not for enrollment contingent courses on the Oxford campus.

D. TO BE COMPLETED BY THE APPOINTEE:

☐ I will not receive other summer compensation administered by Miami University.

☐ I will receive other summer compensation for external grant funded research, orientation, etc. administered by Miami University. (Separate payment document required.)

ASSIGNMENT	AMOUNT

Base salary is full-time academic year salary preceding the summer. 30% of base salary is maximum compensation allowed if section C is involved; otherwise the maximum is 24%. Three (3) months' base salary is maximum for grants or any combination of appointment which includes substantial grant support; a lower maximum may apply depending upon funding agency requirements.

This appointment becomes binding only when properly completed, accepted and approved.

Accepted:_____
Appointee signature Date

E. APPROVALS

_____
Department Chair(s) Date

_____
Regional Campus Deans(s) Date

_____
Academic Dean(s) Date

_____
Director of Continuing Education Date
Oxford Campus (required if Section C.2 is involved)

_____
Provost Date