



## Additional Job Guide

Last revised: September 19, 2024

*A current exempt employee (faculty/staff/administrator) will be taking on a faculty role in your department. This guide is intended to assist in determining if the HR BPI or HR Partner will add an **additional job** OR add a **period activity pay on the primary job**, as well as outline the necessary requirements for approval.*

Will the additional job be recurring (i.e., monthly payments throughout one semester or more)? Does it meet the faculty appointment expectation of a Lecturer?

YES

Add Additional Job

NO

Is the additional job the vehicle for adding payment for a guest lecture, substitute, workshop, or other one-time payment?

YES

Add activity pay or one-time payment on the primary job through the primary department administrator.

NO

Contact Faculty Affairs

1. Provide the following to the Office of Faculty Affairs via [facultyaffairs@miami.edu](mailto:facultyaffairs@miami.edu):

- ✓ primary job supervisor approval (e-mail would suffice)
- ✓ candidate's CV
- ✓ offer letter draft (OFA templates [here](#))
- ✓ [Justification of Faculty Qualifications Form](#) (if applicable)

**Note:** Part-Time Lecturers cannot exceed 8.99 credit hours or equivalent per semester. Lecturers who teach nine or more credit hours in a semester, or who have equivalent responsibilities, are considered to be full-time for that semester.

2. Once the above is reviewed, you will be notified in writing of the outcome (approval or denial). If approved, you may send the offer letter to the candidate.

3. If the candidate accepts the offer, process the 'Additional Job > Manage Period Activity Pay' in Workday and attach the executed offer letter and the approval email from the Office of Faculty Affairs.