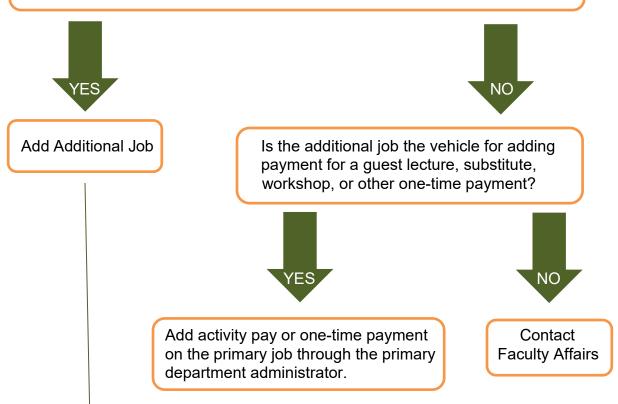


Additional Job Guide

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?



- 1. Provide the following to the Office of Faculty Affairs via 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.