



Faculty Additional Employment Pre-Authorization Form

Form to be completed by the department offering the additional employment or by the faculty accepting additional employment.

Work cannot begin until pre-approval has been granted.

Faculty Name: _____

Date: _____

Department/Division/School: _____

Employee ID: _____

College/Unit: _____

Amount \$: _____

☐ Tenure Track Faculty

General Fund ☐

Self-Support ☐

☐ Lecturer (Full-time Appointment)

Endowment ☐

State Trust ☐

☐ PaGE Extended Learning, Non-Instructional Assignment

Other (please specify): _____

Project/Grant: _____

Start Date*: _____

Supervisor: _____

End Date*: _____

Department: _____

*Note: cannot overlap two terms

Brief Description of
Duties to be
Performed:
400 characters max (attach
additional documents if
necessary)

Expected Outcomes/
Deliverables:
400 characters max

Faculty Assignments (all appointments, including PaGE) :

Only report workload during the identified time period

Course Names:

of Units:

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____

Other Assignments:

of Units:

Total Number of Units:

Prepared by: _____ Dept.: _____

Date: _____

Signature accepting/approving additional employment certifies that additional employment does not exceed the 125% rule.

Per Article 36.4

Faculty Signature: _____

Date: _____

APPROVALS:

Chair/Supervisor: _____

Date: _____

Dean/Appropriate Administrator: _____

Date: _____

Faculty Affairs AVP/Provost: _____

Date: _____

Upon approval by Faculty Affairs, a copy will be sent to the consultant and to the college for distribution to the department.

TAXES: Appropriate federal and state taxes will automatically be withheld from each payment.

ADDITIONAL INFORMATION:

Faculty Additional Employment, Job Code 2403, is a monthly appointment job code classification to perform additional professional duties not normally associated with faculty assignments. Such an appointment must not conflict with current faculty member's regularly-scheduled duties. This classification is used to pay for all additional employment for faculty with full-time appointments. All additional employment by faculty must be approved by the AVP of Faculty Affairs and the Provost's Office before any work is performed. The total time-based effort from all CSU additional employment must not exceed 25% of the regular assignment.

A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in their primary or normal employment. An "overage" of up to twenty five percent (25%) of a full-time position shall be allowed if the overage employment:

- (a) consists of employment of a substantially different nature from their primary or normal employment;
- (b) is funded from non-general fund sources;
- (c) is the result of the accrual of part-time employment on more than one (1) campus; or
- (d) is necessary to meet a temporary faculty employee's entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9).

However, in no case shall a faculty unit employee's entitlement to subsequent employment at a campus exceed full-time in any academic term.

How is this Additional Employment eligible?

(Please check all that apply.)

- ☐ Academic consultants to grants
- ☐ Completion of extraordinary curricular studies or academic program development
- ☐ Evaluation of students not in own discipline (WEPT/EPT/ELM/BCLAD)
- ☐ Work required by the university (e.g., summer hiring committees)
- ☐ Extra duties during summer
- ☐ Temporary faculty entitlement
- ☐ Other: _____

Does the Additional Employment include any of the following ineligible work during the regular academic year (excluding summer/intersession)?

- Teaching
- Curriculum/course development
- Advising
- Research supported by General Funds
- Committee work during the academic year
- Service to the University
- Other primary faculty responsibilities (Unit 3 work)

If yes, then the faculty does not qualify for Additional Employment for that work because it is considered to be part of a faculty's primary responsibilities (Unit 3 work). Please meet with your Resource Manager/ Appropriate Administrator to examine the scope of work and its appropriateness.

Work that is ineligible for additional employment for Lecturers must be placed on their ETF.

Total FTEF and work hours may not exceed 125% workload per CBA Article 36.5 Limitation on Additional Employment.

NOTE:

- Faculty on FERP status are not eligible for additional employment if they are at their full 50% time base.
- Faculty on Sabbatical Leave are not eligible for additional employment, unless pre-approved by the University President
- MPP (Admin 1, 2, 3, and 4) and student employee positions are not allowed to do Faculty Special Consultant work.

Faculty Report on Outcomes/Deliverables for Additional Employment

*Note: to be completed by faculty upon completion of additional employment time-frame and returned to the appropriate administrator within the specified time frame.

Faculty Name: _____

Faculty Signature: _____

Date: _____

Appropriate Administrator Name: _____

Appropriate Administrator Signature: _____

Date: _____