

REQUEST TYPES AND MECHANISMS TO APPOINT OR PAY FACULTY ADDITIONAL EMPLOYMENT AND PAYMENTS

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Introduction

Any appointment or compensation for work that is not the primary appointment(s), and any payment for an award, training, fellowship, or professional development to faculty members, must be reviewed and approved by the Faculty Additional Employment and Payments (FAEP) team in Faculty Services. This document provides guidance for requesting additional employment and payments for faculty members.

Background

What constitutes faculty additional employment?

SJSU faculty additional employment consists of:

- Any appointment of a faculty member anywhere in the CSU or any of its auxiliaries that is not a faculty appointment in SJSU's state-support budget (i.e., general fund or operating budget, typically for Fall and/or Spring semesters of the academic year) such as special session teaching, SJSU Online, summer employment, etc.; and/or
- Any state-support appointment that causes the SJSU faculty member's total CSU time base in Fall or Spring Semester to exceed full-time (i.e., exceed 1.0 FTE or 15 WTUs).

What constitutes faculty additional payments?

A faculty additional payment is any compensation the faculty member receives from any CSU entity or source over and above the salary they draw from their state-support faculty appointment(s).

Faculty Work Year Appointments that are not Additional Employment

State-support faculty appointments contribute to the core functions of fall and spring semesters, also known as the academic year. Employment supporting the academic year operations are sometimes said to be state-support, general fund (or operating fund) employment.

Assigned duties in state-support operations are performed during one of three work year types:

1. AY - Work occurs during campus designated "faculty duty days" of the semester or academic year; some faculty are appointed for only one semester of the academic year. AY appointments may be prorated for partial semester employment.
2. 10-Month - Work occurs during the fiscal year work days of the assigned 10-month period. Faculty have 2-months not in service as assigned by management. These faculty are available for scheduled assignments on fiscal year workdays or on any day of the week in lieu thereof within the assigned 10 months.
3. 12-Month - Work during fiscal year workdays within the assigned twelve (12) months. Such employees shall be available for scheduled assignments on fiscal year workdays or on any day of the week in lieu thereof within the assigned twelve (12) months. Some appointments using this work year may be of a shorter duration.

These work year types are foundational for understanding how much additional employment faculty may be assigned to remain in compliance with CSU regulations and Article 36 of the CSU-CFA

Collective Bargaining Agreement. Other employment or payments to faculty that are not classified as AY, 10-Month, or 12-Month are likely to be additional employment or additional payments.

Request Types and Mechanisms for Additional Employment and Payments

Below is a comprehensive list of faculty additional employment and payments that the FAEP team reviews and processes. These are grouped by faculty employment for performing duties and payments to faculty with a valid purpose. However, there are two key concepts that should be defined and understood before jumping into the list. These are:

1. **Request type:** The job or class of duties for employment or the reasons for paying the faculty member a payment, and
2. **Mechanism:** Way to gain approval and submit requests to FAEP to employ and/or pay faculty members.

We provide this list to allow quicker identification of how to process additional employment and payments. The links take the user to the discussion of the request type and the mechanism to process. We begin with payments.

Additional Payments

3. **Request type: Award** [\[Jump\]](#)
Mechanism: [UPFS - Miscellaneous Payments](#)
4. **Request type: Stipend**--There are only 4 faculty stipends: [\[Jump\]](#)
 - a. Summer RSCA Fellowships [\[Jump\]](#)
Mechanism: [UPFS - Miscellaneous Payments](#)
 - b. Professional Development and Training Stipends [\[Jump\]](#)
Process has two steps:
Step 1. Pre-approval (Required **prior** to advertising or offering faculty a stipend for any program in all cases.)
Mechanism: [UPFS - Pre-Approval to Offer Faculty Training and Professional Development Stipends Form](#)
Step 2. Payment Request (Only for programs pre-approved to offer stipends by FAEP)
Mechanism: [UPFS - Miscellaneous Payments](#)
 - c. Summer Indirect Instructional Payments [\[Jump\]](#)
Mechanism: *Internal Process*
 - d. Summer Health Benefit Stipend for Lecturers [\[Jump\]](#)

Mechanism: Internal Process

Additional Employment

All faculty additional employment request types require pre-approval or “clearance” by the FAEP team. A few request types have “pre-approval” and “payment request” mechanisms with their own “form type.” This is due to not having a way to consolidate to one step. No faculty additional employment may ever begin until after FAEP has approved the request on the form that was submitted for that purpose.

1. Request Type: Special Consultant - For Expertise-Based Project Duties Only [\[Jump\]](#)

Process has two steps:

Step 1. Pre-Approval (Required **prior** to faculty starting work in all cases.)

Mechanism: [UPFS Additional Employment Form](#)-Type: Special Consultant Pre-Approval

Step 2. Payment Request

Mechanism: [UPFS Additional Employment Form](#)-Type: Special Consultant Payment

2. Request Type: Substitute Instructor [\[Jump\]](#)

- TA (Only an ASE--Unit 11--may substitute for a TA.)

Mechanism: [UPFS Substitute Payment Request](#)-Type: Substitute TA Payment Request

- Faculty - 20 work days (Only faculty --Unit 3---may substitute for a faculty member.)

Mechanism: [UPFS Substitute Payment Request](#)-Type: Substitute Faculty Payment Request

3. Request Type: Category 2403: Full-Time Faculty - Additional Faculty Duties [\[Jump\]](#)

Mechanism: [UPFS Additional Employment Form](#)-Type: Category 2403 Appointment

4. Request Type: Part-Time Faculty - Additional Faculty Duties [\[Jump\]](#)

Mechanism: [Temporary Faculty Appointments Form](#) (AY/12-Month Appt), **OR**

[UPFS Additional Employment Form](#)-Type: Category 2403 Appointment

(Use Position # with Job Code 2359)

5. Request Type: PaCE (Self-Support Programs) [\[Jump\]](#)

Self-Support Summer, Winter, Special Session, or SJSU Online

Mechanism: [UPFS Additional Employment Form](#)-Type: PaCE Summer Session (2357)

PaCE Winter Session (2322)

PaCE Special Session (2322)

PaCE SJSU Online (2322)

6. **Request Type:** Summer, State-Support (2457) [\[Jump\]](#)
Mechanism: [UPFS Additional Employment Form](#)
-Type: State-Supported Summer Pre-Approval & Payment

7. **Request Type:** Work at Another CSU Campus [\[Jump\]](#)
Process has two steps:
Step 1. A. SJSU department submits a request for FAEP pre-approval. (Attach documents provided by the other campus.)
B. Department submits a payment request if required by the request type.
Mechanism: [UPFS Additional Employment Form](#)-Type: (Same as if working at SJSU)
Step 2. Department submits an [Interagency Financial Transaction \(IFT\) request](#) for cost recovery from the other campus.

8. Chancellor's Office Appointments [\[Jump\]](#)
Process Mechanism: Appropriate for work request type.

Requirements of All Faculty Additional Employment and Payments

When payment requests are submitted without any pre-approval **they lack the documentation required by CSU policies** for:

1. Assignment of duties in advance of work being performed
2. Description of assigned duties in advance of work being performed
3. Signed agreement by the faculty member to be paid the stated amount for performing the duties (it cannot be argued we owe them more after the fact).
4. University approval to exceed full-time employment

Faculty Services has a duty to ensure these elements are in place for every faculty appointment and/or payment.

Awards

The CSU System has a relatively new category of payments to facilitate distribution of funds when employees are selected for awards ([TL-SA2022-04](#)). Payment of awards may be requested by units to recognize, among other things, accomplishments, outstanding leadership, excellence in a particular field of study, or meritorious service. Examples include Faculty Innovation & Leadership Awards, outstanding lecturer awards, and faculty service awards.

Limitations:

- Awards may not exceed \$5,000 without CSU Systemwide approval
- An award may not be paid in more than one installment
- Work duties may not be compensated using this payment type
- Approval by Faculty Additional Employment is required to pay faculty
- A taxable lump sum payment is distributed to the employee

The request mechanism to use for faculty is Miscellaneous Payment Request. Enter the award name and amount very clearly in the request. Provide a brief description of the award's purpose, nomination process, review and selection process, and award cycle (e.g., monthly, annual).

Stipends

Are you thinking of promising a stipend to faculty or ASEs? Please read this section first!

"Stipend" is probably not the proper term for what you wish to do. Unless a stipend has been specified in an employee contract, a bargaining unit member may not be paid via "stipend."

Since Academic Student Employees (ASEs) have no stipend programs in their contract, ASEs cannot be provided a stipend. Extra compensation for training or duties can only be paid via an appointment in an ASE job category.

Stipends for faculty may only be made for the 4 reasons below as permitted by the CSU-CFA Collective Bargaining Agreement (CBA):

1. Summer RSCA Fellowship

1 or 2 months' salary, paid in June and/or July for RSCA

CSU Definition: A one-time payment equal to one or two times the employee's monthly salary rate in effect the first day of the June pay period.

- The payment should be submitted so that it is available to the recipient when the fellowship period commences, typically following the close of the Spring term. However, the campus may decide to process the stipend payment later in the summer (e.g., July pay period versus May or June) based upon campus needs and specific circumstances.
- Submit the chartfield for source of funding (e.g., a RSCA Account).

Process Mechanism: [UPFS - Miscellaneous Payments](#) in OnBase. Choose type: Faculty Fellowship - Summer RSCA

2. Professional Development and Training Stipend ([HR-SA2023-11](#))

Used for one-time payments (per occurrence) to eligible full-time or part-time Unit 3 (current) employees who participate in and complete training and professional development activities approved by the president (or the president's designee) that is consistent with Article 25 (Professional Development) of the CFA Collective Bargaining Agreement. Such activities may not include training required by law or CSU policy. (Earnings ID GPD)

The unit offering professional development and training stipends must receive **pre-approval to offer a stipend** from Faculty Additional Employment and the Division's responsible MPP for the planned activities and outreach.

Limitations:

- All participants on a campus who completed the same approved training or professional development activity must be paid the same stipend amount.
- Only 1 payment per program occurrence is allowed
- Payment is made after completion of the program
- Payments may not exceed \$10,000 per faculty member per fiscal year systemwide
- Faculty excluded from this stipend type (no payment allowed) include:
 - Retired faculty. Retired annuitants and FERP faculty do **not** qualify for professional development and training stipends. ([TL-SA2023-11 Supplement #1](#))
 - Program trainers, planners, or leaders. Work by faculty for a program, if it will be compensated, must be reviewed and approved by Faculty Additional Employment as labor (use appropriate request type) in advance of work starting. Request type and mechanism should follow regular rules of additional employment.
- Is not additional employment, nor employment for time base entitlement.
- Participation shall not:
 - Influence employee evaluations, range elevations, course assignments, qualification for course assignments, or "careful consideration process" unless the faculty member specifically includes it in their list of qualifications.
 - Be considered extraordinary support or constitute work for hire. Intellectual Property Rights shall be controlled by Article 39 in the CBA.

Process Mechanism: Miscellaneous Payments Form. Choose type:

- Pre-approval: [Pre-Approval to Offer Faculty Training & Professional Development Stipends \[DocuSign\]](#)
- Payment for participants completing an approved program: [UPFS - Miscellaneous Payments](#)

3. Summer Indirect Instructional Payments

Tenure line summer instructors--in state-funded or fee buy-down and self-support--who did not receive an indirect instructional appointment during summer, shall receive \$150 per unit of direct instructional duties. This payment is distributed because it is assumed that faculty who were teaching in summer were also participating in normal faculty duties in service to students and the department. Because service to the department is not expected of temporary faculty this stipend is only payable to tenure line faculty.

Process Mechanism: Internal within University Personnel.

4. Summer Health Benefit Stipend for Lecturers

\$400 per pay period (July, August, and/or September) per 6+ WTU Summer term lecturer ineligible for CalPERS health benefits after a Spring appointment enrolled in benefits.

Process Mechanism: Internal within University Personnel.

Special Consultant

Special Consultant is not a faculty (or any other) bargaining unit classification (i.e., faculty duties may not be paid via special consultant), but faculty employed therein must have approval of Faculty Services prior to work assignment. Special consultants are hired to perform special assignments of a temporary nature, on the basis of their particular knowledge, ability, or expertise. Work may not interfere with primary duties, nor may compensation be granted for timeframes that conflict with the employee's regular work schedule.

The [classification description](#) says typical activities include providing subject matter expertise by way of conducting research and/or analysis, organizing and/or synthesizing findings, presenting information and/or facilitating discussions, performing administrative functions, making appropriate recommendations on plans, programs and/or alternative courses of action, conducting oral briefings of

study results, preparing written reports, conducting investigations, participating in plan implementation, facilitating necessary coordination of activities, and providing guidance and trainings.

There are 2 appointment classifications (job codes) that are in use.

1. **Daily Rate** (4660)

Most Special Consultant appointments should be made using the Daily Rate job category.

This category simplifies appointment scheduling and reduces the work required by all parties to successfully navigate appointments through payroll.

2. **Hourly Rate** (4662; required for retired annuitants)

CalPERS requires retired annuitants to be hired at an hourly rate (excludes daily rate). At this time, hourly rate appointments are limited to retired annuitants at SJSU. If circumstances for a non-retired annuitant appointee points toward need for an hourly rate, please work with Faculty Additional Employment to establish how hours will be tracked.

Limitations:

This payment type shall not be a mechanism to make payments for:

- Short-term appointments that are not projects.
- All faculty appointments are subject to pre-approval by Faculty Additional Employment. Special Consultant duties must be reviewed and approved prior to any work in this classification occurring.
- Any work performed prior to administrative approval must be considered “volunteer work” and shall not be compensated.
- Bargaining unit duties--any bargaining unit--but specifically it is not for:
 - Faculty Duties, see CFA-CSU CBA, Article 20 Workload and Appendix A, Included Classifications;
 - ASE Duties, see Unit 11 CBA, Article 4 Classifications, Article 22 Training, and Article 26 Workload.

Use the “UPFS Additional Employment” Unity Form in OnBase. Two form types are required.

1. Form Type: Special Consultant Pre-Approval

Weeks prior to the proposed start date of the special consultant’s proposed project, submit the “Special Consultant Pre-Approval” Form Type. Fill in all the fields related to the project, activities, and outputs of the proposed appointment. Report the salary rate and estimated time required to complete the project and the duration of the work. There must be appropriate

administrator approval as this form is an offer of work by SJSU to an employee. Attach documentation if necessary to fully explain the project.

2. Form Type: Special Consultant Payment

After work has been approved and begun, the supervisor is responsible for tracking progress and time that is billable to the project. Each month for which any payment is owed, the department must submit the payment request in OnBase. The days or hours worked should be reported only for the month in which they were logged.

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Substitute Instructor

Please read the Faculty Services guidance for [Substitute Instructor Appointments](#) prior to assigning a substitute instructor.

1. Substitute TA

TA instructors may be replaced by qualified Unit 11 (ASE) employees who have notified the Department Chair that they are available for appointment as a Substitute Teaching Associate during the period of their primary appointment. Substitute Teaching Associate assignments shall be made for a range of hours, and shall be compensated at the employee's existing hourly rate.

Limitations

- Only active ASEs may substitute for a TA
- Hourly limits on total employment for students apply
- Overtime must be paid for each hour in excess of 40 per week

Use the "UPFS Substitute Payment Request" Unity Form in OnBase.

Select form type: "Substitute TA Payment Request"

2. Short Term Substitute Faculty

A faculty employee who is assigned to a temporary substitute duty of a short duration, which shall normally be up to twenty (20) days. Compensation shall be at the faculty substitute rate as defined in the CSU Salary Schedule.

Note: Nothing in Provision 20.8 shall preclude faculty employees from making informal voluntary substitute arrangements of short duration with a University colleague, subject to the approval of the department chair.

Limitations

- Order of Assignment must be followed when temporary faculty are being selected to cover colleagues' classes for compensation
- Appointments in this job code should be of a short duration only (20 work days).

Use the "UPFS Substitute Payment Request" Unity Form in OnBase.

Select form type: "Substitute Faculty Payment Request"

3. Longer Duration Substitute Faculty

a. Banked Time

Temporary substitute assignments of a longer duration, which shall normally be greater than twenty (20) days, shall be compensated by an appropriate workload reduction as soon as practicable or, if the employee is not employed in the next academic term, the employee shall be appropriately compensated upon separation for the class hours taught. For compelling reasons, a faculty employee may decline such an assignment.

Process Mechanism: Internal to Departments and Colleges

b. Replacement Appointment

The department and/or appropriate administrator is required to follow Assignment Order as specified in Provision 12.29 in the Unit 3 CBA. Please see [Article 12](#) and this guidance on [Order of Assignment](#).

Note: Article 36 of the CBA rules out consideration of any full-time tenure line or full-time lecturer faculty member for substitute faculty appointments for direct compensation. **Tenure line faculty (including FERP), and full-time lecturers, CANNOT be appointed to substitute for direct compensation** except in cases of emergency approved by the Senior Director, Faculty Services.

Limitations:

- Order of Assignment leads to offers to current part-time faculty
- Replacement appointments are for regular faculty duties
- Article 36 limits on additional employment apply (cannot use general fund dollars for overload for faculty duties)
- Temporary faculty do not earn time base entitlement when replacing temporary faculty on an approved leave of absence (CBA 22.2)

Process Mechanism: Regular faculty appointments

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Category 2403: Full-Time Faculty - Additional Faculty Duties

Full-time faculty unit employees, whether in AY, 10-month, or 12-month work year and whether tenure line or temporary, should be appointed using Category 2403 to perform faculty duties for extra compensation. That is, Summer, Winter, and other special session appointments should always be made using their associated job codes (summer: 2357 or 2457; winter and other special sessions: 2322).

When making appointments during the faculty member's work year, Article 36 restrictions are in effect--the work (a) consists of employment of a substantially different nature from their primary or normal employment, or (b) is funded from non-general fund sources. Therefore, duties and source of funding makes a definitive difference in whether compensation for the appointment will be permitted. General fund (stateside) payment for overload is allowed for occasional 16th unit appointments, that is when necessary to assign a course workload over full-time in order to meet time base entitlement of a temporary faculty member. When the funding source is not general fund (e.g., foundation-funded appointments), the Category 2403 appointment may be approved.

0.25 FTE Limit During Faculty Member's Work Year

During the work year (regular appointment period) of full-time faculty (AY, 10-month, or 12-month), additional workload is limited to 25% of a full-time position. Therefore, the maximum additional appointment fraction in Category 2403 is .25 FTE as follows during each work year type:

- AY Faculty - Fall and Spring Semesters
- 10-Month Faculty - The 10 month period of assignment
- 12-Month Faculty - The calendar year

1.0 FTE Limit During Other Periods

During non-work-year periods workload is calculated independently of the regular work year time base.

- AY Faculty - Intersessions, summers, winter break
- 10-Month Faculty - 2-month hiatus of duties
- 12-Month Faculty - N/A, never greater than .25 FTE

While maximum workload inclusive of additional employment remains 125% of a full-time position, the Category 2403 classification only allows a maximum workload of 1.0 FTE. That means that **offers of employment and approval of workload in this classification cannot exceed full-time.**

Limitations:

- Article 36 prohibitions still apply. Primary duties of any faculty member may not be compensated for using this job code except in exceptional emergencies
- Cannot be used for part-time faculty additional employment
- Appointments do not come with benefits

Process Mechanism: “UPFS Additional Employment” Unity Form in OnBase. Choose form type: “Category 2403 Appointment”

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Part-time Faculty - Additional Faculty Duties

Part-time faculty approved to perform additional faculty duties must be appointed in a job code appropriate to the assignment (lecturer, counselor, librarian, or coach). If the funding source is the general fund, either an AY or 12-month appointment may be used in tandem with assigned time. However, a reimbursed time authorization would also allow a privately funded (i.e., foundation) part-time appointment using a temporary faculty job code. While time base entitlement may be earned via additional duties, there is no requirement to continue with a higher time base when duties are no longer available.

If an AY faculty member will perform the duties only during the AY an additional appointment (perhaps pro-rated) may be added to their time base. However, if the appointment may extend outside AY faculty duty days, is of short duration, or if total payout is desired on a monthly basis, a 12-month appointment appropriate to the classification may be made (for lecturer faculty, that is job code 2359). The duties may be typical of those assigned as additional employment, but they do not require additional employment review until the appointment would exceed full-time. Appointment to the regular job code would no longer be appropriate once full-time status has been achieved.

Once full-time, further additional employment for faculty must use Category 2403 appointment procedures. Tenure line and temporary faculty may not be appointed in their regular job code once their appointment would exceed full-time. At that point, Category 2403 becomes the additional employment job code.

Despite the partial appointment of PRTB faculty, they are considered full-time employees for the purposes of additional employment. FERP faculty on the other hand, are considered part-time employees. These faculty may not be appointed using Category 2403.

Process Mechanism: UP Temp Fac Document Upload Form (AY/[12-Month Appt](#))

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PaCE: Summer Session, Winter Session, Special Session Programs, and SJSU Online

Teaching and other work assignments for faculty in special academic terms and programs is also considered additional employment and must undergo review for compliance. Faculty who are performing duties in service to Summer Sessions, Winter Session, or a special session program should be appointed to the job code corresponding to the term. Non-instructional appointments are allowed for work that is in service to the term or to students participating in the term. Choose the appointment type appropriate to the term and type of employment.

At times, faculty are employed for duties taking place during the summer or intersession term, but those duties are in service to the regular maintenance of a program or the department or equivalent unit. For example, department chairs and many program coordinators are expected to perform duties for departments and programs and be available to their students year round. Be careful to not appoint 12-month faculty to additional employment in special terms for duties they are expected to perform in service to their programs year round. **For example, full-time 12-month appointees should not be paid extra in summer terms for duties normally performed during the academic year as they are calendar year faculty.**

Process Mechanism: “UPFS Additional Employment” Unity Form in OnBase. Select Form Type as appropriate:

- PaCE Summer Session
- PaCE Winter Session
- PaCE Special Session
- PaCE SJSU Online

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Summer, State-Support

Faculty appointments for work in state-supported summer programs have their own job code (2457), but they are treated much like PaCE summer appointments. To be clear, however, there are a few ways not discussed here that state-funded summer sessions differ from PaCE summer sessions. When requesting appointments, there is a form type to select in the additional employment form in OnBase.

Process Mechanism: “UPFS Additional Employment” Unity Form in OnBase; Choose form type: “State-Supported Summer Pre-Approval & Payment”

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Work Elsewhere in the CSU

Work at Another CSU Campus

It is important to note that current CSU faculty may **not** be contracted with or paid as vendors for any purpose. Plus, any work for any unit anywhere in the CSU must be reviewed, approved, and paid for by the home department or college or campus. SJSU faculty additional employment shall be reviewed, approved, and paid by SJSU.

SJSU faculty work at another CSU location--other CSU campus, the Chancellor's Office, or CSU Auxiliary--must be reviewed and approved by SJSU FAEP staff **PRIOR** to any work starting. The faculty member's home department or college is responsible for submitting the work request via normal faculty additional employment processes well in advance of the start date. (Request a scope of work or other evidence from the unit offering the work to attach to the request form.) Furthermore, the home department or college must also pay the wages for the work their faculty performed elsewhere in the CSU. The funds spent are recovered via the Interagency Fund Transfer (IFT) process.

It is helpful to recollect that all **full-time** SJSU faculty (tenure line and temporary) may **not** work for another CSU campus unless the duties are of a substantially different nature from their primary or normal employment (e.g., a presentation or program planning site visit is okay) or are funded via non-general fund sources (e.g., auxiliary or extended education programs are okay). Likewise, full-time faculty appointed at another CSU campus generally may **not** be appointed in a state-supported program at SJSU--duties must be distinct from primary or normal faculty duties.

Part-time temporary SJSU faculty may work for more than one CSU campus. As such, SJSU part-time faculty may receive payments directly from the other employing campus. When performing faculty duties at another campus, part-time faculty should normally receive a regular faculty appointment at the other CSU campus. However, combined part-time employment on more than one CSU campus **may not exceed 125%** of a full-time time base.

If a temporary faculty member is eligible to work at SJSU, even if they do not currently have an active appointment, their appointment may be processed at either campus. If the work is short-term and follow-up appointments at the employing campus are not expected, the home department or college at SJSU may be considered the employer. The home department or college would submit an additional employment request for the work and issue the payment to their faculty member. The campus with short-term work would send funds via the IFT process to reimburse the home department or college.

Common intercampus CSU faculty employment covered by this approval and payment process include:

- Honoraria - *“Honoraria” payments are no longer allowed. Payment for speaking at another campus will be considered employment.*
- External reviewer for an academic program
- Coordinator of a CSU-level program
- Professional development program creator and/or trainer
- Guest lecturer

Faculty additional employment at another CSU campus is processed using the same mechanisms as any other faculty additional employment. Most often, a request for a Category 2403 (full-time faculty additional duties) or a Special Consultant-hourly appointment is made to FAEO. Only additional work **pre-approved** and authorized by SJSU’s FAEP staff may be paid through SJSU’s payroll.

Departments recover funds via the IFT process. IFT Requests are not managed by University Personnel or Faculty Services. SJSU’s Finance and Business Services posts their instructions for submitting IFTs on this web page:

<https://www.sjsu.edu/fabs/how-we-can-help/policies-guides/cost-recovery-other-csus.php>

Mechanism: “UPFS Additional Employment” Unity Form in OnBase. Select Form Type as appropriate.

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Chancellor’s Office Appointments

When employing faculty for special projects, the Chancellor’s Office routes an approval form to the home department and college of the faculty member--**faculty should let their department and college know to expect the form** and request that the department act fast. The department should not wait until the work is completed to route Chancellor’s Office forms through FAEP staff. **ALL CHANCELLOR’S OFFICE APPOINTMENT FORMS SHALL BE ROUTED THROUGH FAEP STAFF AS SOON AS POSSIBLE UPON RECEIPT.** Urgency is needed because SJSU approval for faculty additional employment--even at the Chancellor’s Office--must be obtained prior to any work being done. The department or college should send the notification (Letter or Form) to FAEP for review for approval as an attachment to the appropriate appointment type. The documents will also be placed in the faculty member’s PAF.

The department or college will cover payments by SJSU to the faculty member. The faculty member may get paid prior to the CO reimbursing the department or college. Typically, the department or college will be notified by the Chancellor's Office that a CPO (IFT) has been sent to SJSU. The department or college works with ABSO to ensure proper transfer of funds to reimburse local accounts that were used to pay the faculty member for work at the systemwide level.

Too often departments or colleges hold up appointment documents related to Chancellor's Office or CSU Systemwide work and expect to pay the faculty member only after the transfer of funds. This practice is unfair to the faculty member and is out of compliance with CSU guidelines for faculty additional employment. Chancellor's Office or CSU Systemwide appointment documents **must** be routed through FAEP **before** work may be performed by and pay issued to the faculty member.

Note: The most common error related to work elsewhere in the CSU is that SJSU faculty and department and college staff do not realize that faculty additional employment elsewhere in the CSU is **approved and paid for by SJSU**. Work to be performed elsewhere in the CSU must be routed, reviewed, approved, and paid for by SJSU as if the employment were on the SJSU campus. The difference is the reimbursement via the IFT process after the faculty member has completed the work and been paid.

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