

Faculty Additional Employment Policy Requirements - Before You Begin

Per California State University policy, the approving authority for additional employment is responsible for ensuring:

1. The work to be performed is not part of the faculty member’s primary job (see [FAQs](#) for additional faculty work vs. non-faculty additional work).
2. The work to be performed does not commence if the faculty member is currently at 125% or will cause the faculty member to exceed 125% (per Unit 3 CBA and systemwide policy). Current faculty workload percentages can be accessed under “workload summary” on the [SCPR website](#).
3. The work to be performed does not commence until signed by the approving authority.
4. All records to support the work and payment are filed with the Dean’s or AVP’s office that is assigning and monitoring the work and payment.

Roles and Responsibilities:

Roles	Responsibilities
Preparer	Responsible for completing all required fields of additional employment forms/temp faculty module and ensuring it moves through the appropriate workflow to the approving official (Dean/AVP or their designee).
Reviewer (optional)	If applicable, the reviewer is responsible for reviewing the additional employment form/terms for accuracy and appropriateness. The reviewer is often a resource manager, college analyst, and/or Department Chair.
Funding Approver	Responsible for confirming that the amount of compensation is correct and that the funds are available. The funding approver is often a Department Chair or resource manager. Only applicable for 2403, 2359, and 4660 Summer Additional Employment appointments.
Appointment Approver (Approving Official)	Approving official (Dean/AVP or their designee) with responsibility for compliance with CSU policy. Approving officials are specifically, <ol style="list-style-type: none"> 1. ensuring additional employment is appropriate, 2. does not cause the faculty member to exceed 125%, 3. work does not commence before approval is granted, 4. and additional employment records are filed with the appointing college dean, AVP, or program office.
Faculty Member	Individual completing the work to be performed; responsible for adherence to all terms of the additional employment contract.
Final verifier	Individual who assigned the work; responsible for documenting that the work was completed.