

During your term as Department Chair/School Director, you will also receive the Department Chair Stipend. This stipend is based on the number of full-time equivalent faculty in your Department/School (see provision 31.29 of the Collective Bargaining Agreement). You and your supervisor should make every effort to use all vacation credit before the end of your incumbency. Any lump sum pay for unused vacation will be charged to your Department/School's budget.

Additional Employment Limitations:

Faculty employees on the Academic Year (AY) pay plan are allowed to work up to 125% during non-AY workdays (holidays, fall break, winter break, spring break, summer break, etc.). These periods are considered workdays for 12-month faculty employees, and, as such, the amount of allowable additional employment is reduced for 12-month faculty employees. Full-time 12-month faculty employees are only allowed up to an additional 25% timebase of additional work throughout the calendar year.

Outside Employment:

Per CBA 35.2, all 12-month full-time faculty members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than 120 hours per 3-month period. Faculty members who do not have outside employment, or work fewer than the hours specified, do not need to report outside employment unless requested to do so by the appropriate administrator. Written statements shall be submitted using the [Outside Employment Disclosure Form](#) (Appendix G of the CBA). For faculty holding 12-month appointments, the deadlines for submitting the form are July 1, October 1, January 1, and April 1. Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty employee.

Sabbaticals:

The salary of a 12-month faculty employee, including 12-month librarian and counselor faculty employees, on a sabbatical leave shall be in accordance with the following:

- 4 months at full salary
- 8 months at one-half of full salary

The start date of a sabbatical for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term. Faculty employees serving as department chairs shall be assigned to the equivalent 12-month or academic year instructional faculty classification for the duration of the sabbatical and do not receive the department chair stipend while on sabbatical leave. If a faculty employee occupies a split position with both academic year and 12-month components, the higher appointment time base will normally be used to establish whether the faculty employee is placed into an academic year position or a 12-month position for the duration of the sabbatical. Upon request of the faculty employee and approval of the appropriate administrator, a faculty employee whose majority appointment is on a 12-month basis may be assigned to an academic year position for the duration of the sabbatical.

If you have any questions regarding these or other aspects of this appointment, please contact FacultyAffairs@csuchico.edu or 530-898-5029.