Chico State
Faculty Affairs

FACULTY ADDITIONAL EMPLOYMENT PRE-AUTHORIZATION REQUEST

Form to be completed by the department offering additional employment or by the faculty accepting additional employment.
Work cannot begin until the pre-authorization request has been granted.

FACULTY MEMBER INFORMATION

NAME OF FACULTY | CHRS EMPL ID | DATE

COLLEGE (HOME) | DEPARTMENT (HOME) | TIMEBASE *(please include all campus positions)*

ASSIGNMENT INFORMATION

☐ 2403 - For Full-Time Faculty
2403 appointments are limited to faculty whose primary appointment is full time, including individuals who hold multiple concurrent appointments that add up to a full-time equivalency of 1.0 FTE.

☐ 2359 - For Part-Time Faculty*
Part-time faculty with a primary appointment of less than full-time or a combined time base of less than full-time are eligible for 2359 12-month additional employment appointments.
*Appointment notification amount does not include vacation payout. Payment will be the total assignment compensation.

Appointment Dept ID: _____ Dept Name: _____ Assignment Type: LUMP SUM (APPT TYPE 021)

Term: _____ Start Date: _____ End Date: _____ **16th Unit Total WTU:** _____

Assignment Compensation: _____ Avg time base (FTE): _____ Funding Source: CHICO STATE ENTERPRISES (CSE)

How is this assignment eligible for additional employment? (Please check all that apply)

☐ The employment is of a substantially different nature from the faculty member's primary or normal employment.
☐ The employment is funded by non-general fund sources.
☐ The employment is for extra duties during the summer term or a break in the academic year.
☐ The employment 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).

Description of duties to be performed that are substantially different from the faculty member's primary or normal employment (CBA 36.5) or a list of total workload for 16th-unit appointments:

Signatures approving this additional employment certify that:

- This appointment is for faculty bargaining unit work as described in CBA Article 20.
- The additional employment does not exceed 1.25 FTE and does not conflict with the faculty member's regularly scheduled duties.
- The faculty member is not participating in the FERP program. FERP faculty are not eligible for stateside additional employment appointments.

APPROVALS *(SIGNATURES REQUIRED)*

DEPARTMENT CHAIR OR PROGRAM DIRECTOR | DATE | DEAN OR APPROPRIATE ADMINISTRATOR | DATE

VICE PROVOST FOR FACULTY AFFAIRS | DATE | FACULTY MEMBER | DATE