DATE: October 17, 2017

TO: All Faculty

FROM: Evanne O’Donnell, Interim Associate Vice Provost for Academic Personnel

SUBJECT: Faculty Outside Employment

**Article 35.3 of the CSU-CFA Collective Bargaining Agreement** (CBA) **requires** that all full time faculty unit members provide an Outside Employment Disclosure Form (Appendix G) to their College Dean when such outside employment is expected to amount to more than:

- One hundred sixty (160) hours per semester for faculty holding academic year or ten (10) month appointments.
- One hundred twenty (120) hours per three (3) month period for faculty holding twelve (12) month appointments. Three (3) month reporting periods begin on January 1, April 1, July 1, and October 1.

The deadline for submission of the form for the Spring 2018 semester for academic year or ten (10) month faculty is:

- February 19, 2018

The deadlines for submission of the form for twelve (12) month faculty are:

- January 1, April 1, July 1, and October 1

Faculty members who do not have outside employment, or work fewer than the hours specified, do not have to complete Appendix G. If you would like further information, please refer to Article 35.3 in the **2014-2017 Collective Bargaining Agreement**; Extended to June 30, 2018, or contact Faculty Affairs at 530-898-5029.