

Instruction Appointment – Special Session/Winter Session Form

Form must be signed by: 1. Faculty; 2. Appointing Authority; 3. Dean or Designee **before class begins.**

Faculty Name: _____ Empl ID: _____

College: _____ School/Department: _____

Faculty Rank: _____ CIES Position No: _____

Special Session Program: _____ Semester (Term): _____

Projected Special Session Teaching Unit Total: _____

Projected Special Session Compensation: _____

Teaching Appointment (Paid)

Volunteer Teaching Appointment**

Course(s) to be taught:

Course Dates:

Title

Units

Begin

End

Title

Units

Begin

End

Non-Teaching Appointment (Paid)

Volunteer Non-Teaching Appointment**

DATES OF NON-TEACHING APPOINTMENT (one term per appointment) _____ - _____

SCOPE OF WORK (Attach additional pages, if necessary):

Please check the box next to any other appointments or compensation in addition to special session instruction that may constitute additional employment during this assignment?*

- SJSU Faculty Assignments Special Consultant SJSU Research Foundation SJSU Tower Foundation
 Other Extended Studies (CIES)

Examples of possible additional employment include SJSU Foundation grants and contracts; work at other CSU campuses, the CSU Chancellor's office, lottery awards, college and departments incentive grants or special project assignments

*I acknowledge this teaching assignment and to the best of my knowledge I am in compliance with the CSU additional employment policy.

Faculty Signature

Date

College/School/Department Appointment Authority

Date

College Dean/Designee

Date

Employment Allocation

- | | | |
|---------------------------------|-------|---|
| 1. SJSU | _____ | % |
| 2. Extended Studies | _____ | % |
| 3. Special Consultant | _____ | % |
| 4. SJSU Research Foundation | _____ | % |
| 5. SJSU Tower Foundation | _____ | % |
| 6. Total Allocation Time | _____ | % |

OVERLOAD REVIEW:

Date: _____

FACULTY AFFAIRS

Date: _____

EXTENDED STUDIES (IES)

***CSU ADDITIONAL EMPLOYMENT POLICY:** A faculty employee (Unit 3) is permitted additional employment compensated by the California State University, funded by General or Non-General Funds including CSU Auxiliaries. This additional employment shall not exceed 25% workload coverage.

****VOLUNTEER FACULTY (NO COMPENSATION):** Compensation is determined by California State University Salary Schedule "Instructional Faculty, Special Programs," Class code 2322. Please note: "Section 3(e)(4)(A)(ii) of the FLSA does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency." Reference: Department of Labor's Regulations 29 C.F.R. §553.102