

**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)**

Course(s) to be taught:

Title	Units
_____	_____
_____	_____

**Volunteer Teaching Appointment\*\***

Course Dates:

Begin	End
_____	_____
_____	_____

**Non-Teaching Appointment (Paid)**

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. <b>Total Allocation Time</b>	_____ %

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 overage.

**\*\*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