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: ___________________________ CPGE 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:

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<th>Units</th>
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☐ 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 ☐ SJU Research Foundation ☐ SJU Tower Foundation

☐ Other Professional and Global Education (CPGE)

Examples of possible additional employment include SJU Foundation grants and contracts; work at other CSU campuses, the CSU Chancellor’s office, lottery awards, college and department 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

College Dean/Designee ___________________________________________ Date _________

Employment Allocation

1. SJU ___________________________%
2. Professional & Global Education ___________________________%
3. Special Consultant __________________________%
4. SJU Research Foundation __________________________%
5. SJU Tower Foundation __________________________%

OVERLOAD REVIEW: ___________________________ Date _________

UNIVERSITY PERSONNEL ___________________________ Date _________

Professional and Global Education (CPGE)

*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