

Instructions for Requesting Faculty Special Consultant Payments:

PreApproval & Final Review

Section A of the PreApproval Form is to be completed by the faculty member being appointed as a special consultant. The faculty member is responsible for reporting all sources of income for the semester or term of the special consultant assignment.

To find your current annual compensation, log in to MySJSU. Navigate to: Main Menu » Self Service » Payroll and Compensation » Compensation History.

After completing the PreApproval form and digitally signing it, save it under a new filename and send it by e-mail attachment to the Divisional Unit offering the assignment.

Section B is to be completed by the Divisional Unit that is offering the assignment. **A full description of the work to be done is required; if necessary, attach additional pages.**

First, determine the annual compensation based on 1.0 FTE. If needed, this can be accomplished by taking the annual compensation as reported in Section A and dividing by the FTE.

Next, convert to daily rate by one of these two methods:

- » For AY faculty, take the current annual compensation rate (based on 1.0 FTE) and divide by 170 days. Then round to the nearest \$50 increment
- » For 12 month faculty, take the current annual compensation rate (based on 1.0 FTE) and divide by 260 days

N.B. According to the current CSU Salary Schedule, the minimum compensation for a Faculty Special Consultant is \$91 per day. The maximum allowable compensation is \$1214 per day.

Finally, approval by an MPP is required. Electronically forward the signed PreApproval Form to the faculty member's home department chair.

Section C is to be completed by the faculty member's home department. After department chair signs, electronically forward the PreApproval Form to the HR Contact in the Dean's office. The Dean's office will forward the signed form to Melissa Heaton in Faculty Affairs for review. If approved, Faculty Affairs will distribute copies of the finalized PreApproval Form to all units listed.

Section D. **After the authorized work has been completed, the faculty member will submit deliverables to the person designated to review the authorized work.** The faculty member should submit copies of any reports or other documents produced; or, if no documents were produced, the faculty member should submit a narrative describing the work accomplished. The authorized reviewer notifies the Department Contact to initiate the Payment Request form. Submit the Payment Request form to Faculty Affairs.

N.B. Digital signatures are preferred at every level.

Faculty Special Consultant PreApproval Form

This form is to be completed and signed before any work commences

A. To be Completed by the Faculty Member:

| | | |
|--------------------|-----------------------------------|-------------------------|
| Name _____ | Home Dept. _____ | College _____ |
| Employee ID# _____ | Current Annual Compensation _____ | Current FTE _____ |
| | | Digital Signature _____ |

How is this assignment different from your regular AY faculty position?

Does this assignment represent an overload for you? Yes No

Please check the box next to all **other** employment and assignments that apply **during the semester / term of this assignment.**

- 1. SJSU Faculty Assignments
- 2. Extended Studies (CIES)
- 3. SJSU Research Foundation
- 4. SJSU Tower Foundation
- 5. Other Special Consultant Payments

Section A Note:

The total additional employment of a faculty unit employee shall not exceed a total of twenty-five percent (25%) overage.

B. To be Completed by the Divisional Unit Offering the Assignment:

College _____ Department _____ Department Contact _____

Approval of Appropriate Administrator

Describe in detail the scope of the work conducted and estimated days required to complete the assignment.

What deliverables are expected at the end of the project?

Who will be responsible for reviewing the work after completion?

Proposed Start Date: _____ Proposed End Date: _____

Maximum allowed: one calendar year

Number of Non-Duty Days to be Paid per Pay Period*

| | | | | | |
|---------------|----------------|-----------------|---------------|----------------|----------------|
| January _____ | February _____ | March _____ | April _____ | May _____ | June _____ |
| July _____ | August _____ | September _____ | October _____ | November _____ | December _____ |

| | | |
|--|-----------------------------------|------------------------|
| Standardized Daily Compensation Rate (from Instruction Page) _____ | Total Proposed Compensation _____ | Funding Source** _____ |
|--|-----------------------------------|------------------------|

*Faculty can be paid as special consultants during non-duty days only.
**Faculty overloads usually must be paid from non-general funds.

C. PreApprovals:

Signature of faculty member's home department chair / school director:

Date

Signature of faculty member's dean or designee:

Date

Faculty Affairs overload review:

Date

D. Certification of Completion:

After receiving the final report/deliverables from the faculty member, the reviewer identified in Section B will notify the Department Contact to initiate the Payment Request form. Submitting the Payment Request form to Faculty Affairs is confirmation that the reviewer has received the agreed-upon deliverables and is satisfied that the assignment is complete.