

Hiring Summer Session Faculty – Quick Reference

To Hire a Summer Session Faculty Employee

1. Obtain the Instructional Appointment Form for Summer Session from CPGE.
<http://www.sjsu.edu/summer/docs/faculty/instruction-appointment-form.pdf>

- Consult [Summer 2021 Appointment Limitation](#) for faculty load restrictions.
- Have the Faculty Employee fill out the CPGE Instructional Appointment Form before the class begins.
- The Department Chair and the College Dean or designee must sign the form.
- Email to additionalemployment-faculty@sjsu.edu, at the same time of submission of Scheduling Add/Change Forms.

If the Faculty Employee has never worked for the University before they are required to fill out additional “sign in” documents, such as tax forms, which can be obtained from UP. In order to ensure on-time pay, please advise the faculty to complete all sign-in with UP before the end of the Summer Session.

2. Obtain the Summer Pay request voucher at:

<https://www.sjsu.edu/summer/docs/faculty/Payroll-Voucher-Form.pdf>

Please review the following information when submitting the pay request:

- Name of the Faculty Employee
- Employee ID
- Rank of the Faculty Employee
- Class name and description
- Total Number of Students enrolled in the paid class and free class.
- Payroll vouchers must be verified by College Analyst and signed by the Department Chair and College Dean or Designee. All vouchers should be routed through the College Analysts. Incomplete vouchers/vouchers without proper signatures will be returned back.

*Departments must verify **cross-listed** courses in order to ensure proper compensation to the faculty and accurate revenue and allocation calculation.*

3. The payroll voucher will be routed through CPGE via DocuSign. Final processing will be done by UP-Employee Support Services.

Timetable (tentative)

Departments route pay vouchers in DocuSign

1st 5 week session classes	July 6, 2021
2nd 5 week and 10 week session classes	August 9, 2021

It takes about 10 business days to process faculty salary after it goes to UP. If there are any payroll questions, please contact cpge-voucher@sjsu.edu.