

**SAN JOSÉ STATE UNIVERSITY | COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION  
INSTRUCTION APPOINTMENT FORM - SUMMER INTERSESSION**

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

FACULTY NAME \_\_\_\_\_ EMPLID \_\_\_\_\_

COLLEGE \_\_\_\_\_ SCHOOL/DEPARTMENT \_\_\_\_\_

FACULTY RANK \_\_\_\_\_ CPGE POSITION No. \_\_\_\_\_

SEMESTER (TERM) \_\_\_\_\_

Course Title	Course Start Date	Course End Date

PROJECTED WTUs \_\_\_\_\_

PROJECTED COMPENSATION \_\_\_\_\_

**Volunteer Faculty (No Compensation)**

Compensation is determined by California State University Salary Schedule "Instructional Faculty, Summer Session-Extension," job code 2357

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

DO YOU HAVE ANY OTHER APPOINTMENTS OR COMPENSATION IN ADDITION TO SUMMER SESSION INSTRUCTION THAT CONSTITUTES ADDITIONAL EMPLOYMENT? [Check one] - YES NO

IF YES, WHAT IS THAT EMPLOYMENT?

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EXAMPLES OF POSSIBLE ADDITIONAL EMPLOYMENT INCLUDE SJSU FOUNDATION GRANTS AND CONTRACTS, WORK AT OTHER CSU CAMPUSES, THE CSU CHANCELLORS OFFICE, LOTTERY AWARDS, COLLEGE AND DEPARTMENT INCENTIVE GRANTS OR SPECIAL PROJECT ASSIGNMENTS

**Terms of Summer Appointment:**

Acceptance of this appointment and course assignment includes an agreement by the faculty member to meet the class on the first day regardless of enrollment.

This serves as official notification to a faculty unit employee of a summer session appointment. A faculty unit employee's appointment may provide for participation in the student evaluation process. The responsibilities of a faculty unit employee assigned to Summer 2021 employment may include teaching, office hours, and other responsibilities accepted. The salary of a faculty unit employee appointed for summer and special sessions shall be determined by the President at a rate equal to or above that shown in Appendix C of the current salary schedule. A faculty unit employee shall receive no compensation for an under-enrolled class from which he/she withdraws.

If an appointment is cancelled due to low enrollment or budgetary reasons, the faculty unit employee shall be paid on a pro-rata basis for each class taught prior to cancellation.

For academic year or 10-month faculty unit employees, additional employment and overload limits (125%) shall be calculated and applied independently during summer periods. Your signature below indicates acknowledgement of the teaching assignment and assumes that you are in compliance of the CSU Additional Employment policy. If this appointment increases your workload above

allowable overload limits you agree to teach without compensation. Adjustments to your salary will be made accordingly for retroactive increases related to implementation of the applicable CFA- CSU Agreement.

**Additional Information:**

A single check for the class will be issued after grade rosters are due for each session. Your checks will be issued approximately 30 days after the last day of the session provided your paperwork was routed in DocuSign *correctly* and *timely* to UP-Employee Support Services. Should there be any questions about these terms, please discuss them with your Department Chair/School Director before indicating your acceptance.

If you find the terms of this offer satisfactory, please indicate your acceptance by signing below. **Return the original to the Department/School or Dean's Office (see below) by Friday, May 7, 2021.** Your appointment is contingent upon your signing this statement of terms and conditions of employment and returning it to the designated office along with other pre-employment documents when required.

\*I ACKNOWLEDGE THIS TEACHING ASSIGNMENT AND TO THE BEST OF MY KNOWLEDGE I AM IN COMPLIANCE WITH THE CSU ADDITIONAL EMPLOYMENT POLICY. IF THIS APPOINTMENT INCREASES MY WORKLOAD ABOVE THE ALLOWABLE OVERLOAD LIMITS I AGREE TO TEACH WITHOUT COMPENSATION.

\_\_\_\_\_  
**Faculty Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**College/school/Department Appointment Authority**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**College Dean or Designee**

\_\_\_\_\_  
**Date**

EMPLOYMENT ALLOCATION		
1. SJSU		_____ %
2. CPGE		_____ %
3. SJSU RESEARCH FOUNDATION	Straight Time	_____ %
	Reimbursed Time	_____ %
	Overload	_____ %
4. SJSU TOWER FOUNDATION	Straight Time	_____ %
	Reimbursed Time	_____ %
	Overload	_____ %
5. <b>TOTAL ALLOCATION TIME</b>		_____ %

OVERLOAD REVIEW:	
_____	Date _____
FACULTY AFFAIRS	

**\*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.