

Policy on Special Consultant Appointments for Faculty

Office of Faculty Affairs

November 2014

Purpose/Definitions

A faculty member is appointed as a Special Consultant due to a particular knowledge, ability, or expertise. The work to be performed by a faculty member appointed as a Special Consultant is distinct from a regular faculty assignment. The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community. Faculty members have additional professional responsibilities such as: advising students, participation in campus and systemwide committees, maintaining office hours, working collaboratively and productively with colleagues and participation in traditional academic functions. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform. The professional responsibilities of faculty members include research, scholarship and creative activity, which contribute to their currency, and the contributions made within the classroom and to their professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.

Process for Requesting Faculty Special Consultant PreApproval

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 “Self Service,” then to “Payroll and Compensation,” and finally to “Compensation History.”

After completing the PreApproval form and digitally signing it, save it under a new title and send it by email attachment to the College/Department/Unit offering the assignment.

Section B is to be completed by the Divisional Unit that is offering the assignment. In addition to the Unit offering the assignment, there must be a “one up” approval by an appropriate administrator.

A full description of the work to be done is required; if necessary, attach additional pages.

To calculate the campus’s standardized daily compensation rate:

- For AY faculty, take the current annual compensation rate and divide by 170 days. Then round to the nearest \$50 increment.
- For 12 month faculty, take the current annual compensation rate 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.

Section C. After completing sections A and B, forward electronically the signed PreApproval Form to the faculty member’s home department chair. After department chair signs, forward electronically 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.

After the authorized work has been completed, attach a copy of the signed approval to the Payment Request form. If more than one payment request is submitted, attach a copy of the signed approval form each time.

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