

## Policy on Special Consultant Appointments for Faculty

Office of Faculty Affairs

May 2015

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### 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 system-wide 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.

This policy is designed to provide full information to all involved units of the University regarding Special Consultant work performed by faculty. Department chairs and College Deans need to know when their faculty are being employed by others. Faculty Affairs needs to assure such employment is compliant with the Collective Bargaining Agreement and all other laws, regulations, and policies. The pre-approval and final review process provides that information. Documents generated through this process are subject to the standard CSU guidelines for records retention.

## 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.

Section B of the PreApproval Form 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. The Divisional Unit will identify an individual responsible for receiving the agreed upon deliverables and reviewing the work. Section B must include an approval by an appropriate administrator.

Section C of the PreApproval Form is to be completed by the faculty member's home department and forwarded to Faculty Affairs for an overload review.

Section D. After the authorized work has been completed, the faculty member will submit the agreed upon deliverables to the person designated to review the authorized work. Once reviewed, the Payment Request form may be submitted to Faculty Affairs.