

UP-Faculty Affairs | One Washington Square | San José, CA 95192-0046 | 408-924-2450 408-924-2425 (fax)

EMPLOYEE INFORMATION			
First Name:		Last Name:	
Employee ID:	PeopleSoft Record #:	SJSU Email:	
Department:		Work Phone:	
College:			Date:

SUMMER SESSION INFORMATION:							
On the recommendation of the Department/School named above and on behalf of the President, I am pleased to offer you a temporary appointment as stated below. The specific terms and conditions of this appointment are listed here:							
Year:	Term:		Class Dates:				
Position #:	Grades Due:						
Class Name:	Faculty's Title:	Grade:	Base Rate:	WTU's:	FTEF:	Unit Rate:	Salary:

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 term stated above include teaching, office hours, advising, and other assigned duties.

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.

Academic year faculty unit employees' additional employment and overload limits (125%) shall be calculated and applied independently during summer periods. 12 month faculty time base is calculated toward the limits. Your signature below indicates acknowledgement of the teaching assignment and CSU additional employment policy.

Additional Information:

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

Your appointment is contingent upon you signing this statement of terms and conditions of employment and completing any pre-employment documents, if required.

HIRING DEPARTMENT SIGNATURES

Department Chair (Print Name):	
Department Chair Signature:	Date:
Dean/Designee (Print Name):	
Dean/Designee Signature:	Date:

EMPLOYEE SIGNATURES

Employee (Print Name): I hereby accept the terms and conditions of my appointment as stated above	
Employee Signature:	Date:

UNIVERSITY PERSONNEL – FACULTY AFFAIRS INFORMATION ONLY

UP-FA Reviewer Signature:	Date:
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	
Comments:	