Instructions:
This form is to be completed, signed, and approved by University Personnel before any work can commence. Please note this may take up to two weeks to process.

Daily Compensation Rate:
Formulas are provided to assist in determining the daily rate. Convert to daily rate by one of these three methods:

- **Method A:** Actual Daily Rate
  - **AY Faculty:**
    For AY faculty, the formula takes the user inputted Annual Compensation rate (based on 1.0 FTE) and divides by 170 days.

    The daily rate can be $100 above the faculty's current daily rate.

  - **12 month faculty:**
    For 12 month faculty, the formula takes the user inputted Annual Compensation rate (based on 1.0 FTE) and divides by 260 days.

    The daily rate can be $100 above the faculty's current daily rate.

- **Method B**: Determine Total Compensation
  - Total payment to special consultant using any daily rate by number of days.

- **Method C**: Forecast Daily Rate by Allocated Dollars
  - Daily rate calculated from any proposed total payment to special consultant divided by number of 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 $1250 per day. In San Jose, the minimum daily rate is $120.

Pay between $122 - $138.80 requires using a non-exempt classification position number (e.g., Special Consultant - NE, class code 8379). Pay a daily rate of $138.81 or above allows use of an exempt classification position number (e.g., Special Consultant - E, class code 4660).

Given the constraints imposed by Article 36 of the CBA, the funding sources for special consultants typically must be from non-general funds.