

FOR USE WHEN:

The Pre-Authorization for Part-Time Faculty Additional Employment is not submitted to Academic Personnel prior to the start of the assignment.

The purpose of this form is to meet the requirements of the State of California, as well as, uphold the standards of fair and equitable employment for all employees.

TO BE COMPLETED BY HIRING DEPARTMENT

Employee Name: <i>As Listed in PeopleSoft</i>	Employee ID:
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Hiring Dept.:	Hiring Dept. #:
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APPOINTMENT DURATION (MAY NOT EXCEED A SIX-MONTH PERIOD)	APPOINTMENT COMPENSATION		
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Start Date:	Estimated Days of Work:		
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End Date:	Daily Compensation Rate:	X	
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	Total Proposed Compensation	=	
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REASON FOR THE DELAY IN SUBMITTING THE PRE-AUTHORIZATION FOR PART-TIME FACULTY ADDITIONAL EMPLOYMENT:

TO BE COMPLETED BY AUTHORIZED APPROPRIATE ADMINISTRATOR

<i>If Grant Funded, Principal Investigator Signature:</i>	<i>Date:</i>
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<i>Appropriate Administrator Signature:</i>	<i>Date:</i>
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TO BE COMPLETED BY THE FACULTY MEMBER

<i>Faculty Member Signature:</i>	<i>Date:</i>
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TO BE COMPLETED BY DEAN

<i>Dean Signature:</i>	<i>Date:</i>
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Submit Completed Form To: facultyadd@sonoma.edu

ACADEMIC PERSONNEL ADMINISTRATIVE REVIEW *cc: Personnel Action File*

<i>Pre-Auth #:</i>	<i>Empl Rec #:</i>
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<i>Approved and Keyed into PeopleSoft</i>	<i>Initial:</i>	<i>Date:</i>
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Additional Notes: