

Additional Employment Summary for Faculty

See Unit 3 faculty CBA Article 36 for details

Additional employment: Compensated assignments within the CSU system above and beyond one's primary or normal employment

125% Rule: As a percentage of full-time workload (or time base), total additional employment may not exceed 25%

25% is roughly equivalent to: 10 hours per week, or five days per month, or 3.75 WTU per semester

Primary work load examples: (NOT additional employment)	Additional employment examples: (substantially different from primary workload)
Teaching Curricular/course development Advising General Fund funded research Committee work during the academic year Service to the University	Academic consultants to grants Extraordinary curricular studies Extraordinary academic program development Evaluation of students not in own discipline Work required by the University (e.g., summer hiring committees)
Note: work cannot simultaneously be "onload" and additional employment	

Request additional employment (before work begins)

Who:	Job Code and/or Purpose:	Forms/Vouchers for Payment:
Department chairs	Summer and winter break	Faculty Affairs form
Full time tenured/TT	2403 Semester	Faculty Affairs form and calculator
Full time tenured/TT	2403 Monthly	Faculty Affairs form and calculator
Full time lecturers	2403 16 th unit	Faculty Affairs form and calculator
Part time lecturers	2356 Substitute Assignment	Faculty Affairs form
Part time lecturers	4662 Special Consultant - Hourly	Faculty Affairs form and Payroll & Benefits hourly employee voucher
Instructional faculty	2322 Special Programs/Sessions (e.g. summer or winter intercession)	No form/voucher for unit 3 faculty
Non-credit instructor	2363 Extended Ed/GMC (e.g. OLLI)	

Special restrictions

- Faculty in FERP cannot have additional appointments if they are working the allotted time base.
- Part time faculty work that is ineligible for additional employment must be placed in a temporary contract.

Calculating workload to ensure maximum does not exceed 125%

- It is each faculty member's responsibility to ensure compliance with additional employment limitations.
- Consider all CSU workload in each monthly payroll, especially in the case of more than one additional employment during a month and/or semester.
- Full-time AY faculty may use the 125% calculator spreadsheet (available Spring 2026). Contact the Director of Faculty Personnel at facultyaffairs@sonoma.edu for assistance with the calculator.