

**Eligible Additional Employment Work for all faculty includes:**

- Academic consultants to grants
- Completion of extraordinary curricular studies or academic program development
- Evaluation of students not in own discipline (WEPT/EPT/ELM/BCLAD)
- Work required by the university (e.g., summer hiring committees)
- Extra duties during summer and guest lectures in classes
- Any non-classroom work other than office hours and/or course/class preparation

**Ineligible Additional Employment Work for all faculty includes:**

- Primary faculty responsibilities (Unit 3 work) including but not limited to:
  - Teaching
  - Curricular/course development
  - Advising
  - General Fund funded research
  - Committee work during the academic year
  - Service to the University

**Work that is ineligible for additional employment for part-time faculty must be placed in their temporary faculty contract.**

**Part-time faculty may not be appointed as a Faculty Special Consultant for additional units of teaching.**

**Total FTES may not exceed 125% workload per (CBA Article 36.5).**

**Important Cautions**

- Faculty in FERP may not have additional appointments if they are at their full 50% time base.
- MPP (Admin 1, 2, 3, and 4) and Student Employee Positions are not allowed to do Faculty Special Consultant work.
- Checks are issued according to the master payroll (FT) or intermittent payroll (PT) calendars and are sent to Seawolf Services. Checks will either be distributed by direct deposit, picked up from Seawolf Service, or mailed; depending on the employee's preference.