

# Processing Guidelines For Faculty Additional Employment

Is this Faculty Member currently a full-time employee at the University?

**YES**

**WHEN** a Faculty Member currently holds Full-Time Employment at SSU  
Proceed as follows:

**IF** this appointment is for a special project during the academic year **AND** is less than the complete semester **OR** a special project during a semester break:

Complete the [Additional Employment For Full-Time Faculty - Partial Semester Assignment Form](#) as specified in the instructions.

**IF** this appointment is for a special project spanning a full-semester for a pre-determined time base (not to exceed 25%).

Complete the [Additional Employment For Full-Time Faculty - Full Semester Assignment Form](#) or [Summer Assignment Form](#) as specified in the instructions.

**NO**

**WHEN** a Faculty Member is not a full-time employee at SSU  
Proceed as follows:

**FIRST**, A [Pre-Authorization for Part-Time Faculty Additional Employment](#) form must be completed and submitted to Academic Personnel a minimum of 10 days prior to the beginning of the assignment. Submit as specified in the instructions.

Upon approval of the [Pre-Authorization for Part-Time Faculty Additional Employment](#) a *AUTHORIZATION NUMBER* will be issued to be included on the payment voucher.

**PRIOR** to the 20<sup>th</sup> of each month that work is performed complete the [Faculty Part-Time Faculty Additional Employment](#) form as specified in the instructions.