SONOMA STATE UNIVERSITY | FACULTY AFFAIRS & SUCCESS

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/normal employment examples:	**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	2481/2 summer and winter break	Faculty Affairs form
Full-time tenured/TT	2403 days/months/semester	TAE EE group 08
Full-time lecturers	2403 days/months/semester/16th unit	TAE EE group 08
Part-time lecturers	2356 Substitute Appt (<21 days)	TAE EE group 06
Part-time lecturers	4662 Special Consultant - Hourly	Faculty Affairs pre-auth form, and Payroll hourly employee voucher – employee completes voucher monthly
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 who perform additional work that is not substantially different from the primary workload must receive a temporary appointment for that work (TAE EE group 01).

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. Contact the Director of Faculty Personnel at facultyaffairs@sonoma.edu for access to and/or assistance with the calculator.