



Offer of Additional Employment at CSUSM

To: Appropriate Administrator at another CSU Institution

From: California State University San Marcos (CSUSM)

Your faculty member is being offered additional employment at CSUSM. This offer is contingent upon your approval and confirmation that the employee will not exceed 125% of all appointments combined, per the limitations set forth in the Faculty Collective Bargaining Agreement. Unit 3 Faculty (Lecturers, Coaches, Librarians, Tenure, Tenure-Track Faculty and Counselors) are limited in CSU employment to the equivalent of one (1) full-time position in their primary or normal employment. An overage of 25% of a full-time position is allowed if the additional employment (a) consists of employment of a substantially different nature from their primary or normal employment; (b) is funded from non-general funds; or (c) is the result of the accrual of part-time employment on more than one campus.

Please review the information below, including the time base of the proposed CSUSM additional employment. If you approve the additional employment:

1. Please enter the information listed in the top section of the form,
2. Execute this form, and
3. Return it to the faculty member so they can provide it to CSUSM.

Faculty Name: _____

CSU:

CSUSM Department:

Home Department:

Description of Employment:

Description of Employment:

Time base:

Time base:

I certify that the information above is complete and accurate disclosure of the above employee's total CSU employment as of the date indicated below and I acknowledge and agree that the total employment will not exceed 125% in accordance with the CBA.

CSU Appropriate Administrator: _____

CSU Appropriate Administrator Signature: _____

Date: _____