



Directions for Faculty Additional Employment Disclosure Form

1. Hiring entity (department chair, project lead, grant PI, EL, etc.) needs to go to the appropriate administrator to discuss the faculty AE or AT work opportunity. The appropriate time base (in decimal) must be determined.
2. After the appropriate administrator approves the faculty work opportunity for AE or AT, the hiring entity may then discuss the opportunity with the faculty.
3. The faculty wishing to accept the work (AE or AT) discusses it with the department chair or associate dean/dean.
4. Faculty will submit the pre-authorization request electronically using the college/library/department website MicroSoft form: **Additional Employment (AE) and Assigned Time (AT) Request Form** prior to the faculty beginning work on assignments. This form must be completed when needed each academic semester, over winter intersession and/or summer.
 - o *These links are located both on the college/library/department websites and the Faculty Affairs website for convenience: <https://www.csusm.edu/fa/additionalemployment.html>*
5. After unit staff receive the Microsoft form submission, the current Faculty Affairs AE form (future InfoReady AE) form and or AT form will be completed by college/library/department unit staff and routed electronically to the appropriate personnel within the college or hiring unit for approvals after verification of the faculty member's eligibility to receive the additional assignment based on the additional employment guidelines (total employment does not exceed 125%*) and/or assigned time guidelines.
6. All stakeholders will be notified through email when the AE or AT is approved. If assignment changes faculty need to let their college/library/department know as soon as possible. Work can begin only after the approval email is received.
7. Hiring entity may proceed to submit payroll documents and included the approval email for the AE or AT work assignment.
8. The hiring entity personnel must ensure the approval email for each AE is placed in the faculty member's Personnel Action File (PAF) with the payroll documents. Currently we do not file AT in PAFs but they should be kept on file in the college/library/department.

*Faculty cannot exceed 125% per semester. Averaging is not allowed, per the CSU. Winter Intersession and Summer are calculated independently and also have a 125% limitation.