



Guidelines on Offering Additional Employment to Faculty with Full Time Positions on Other CSU Campuses

Following is the process for offering additional employment (AE) to a faculty member with a full-time position at another CSU.

1. The AE offer must be contingent upon approval by the appropriate administrator at their home CSU institution. Please use the following language: "This offer is contingent upon approval by your appropriate administrator at your home CSU via the attached form. The appropriate administrator must confirm that your work will not exceed 125% in all appointments combined, including this offer of additional employment. Please return the form to _____ once it has been executed. No offer can be finalized, or appointment begin prior to the approval being received."
 - a. Please ensure the following fields are completed in the form prior to providing it to the offeree:
 - CSUSM Department,
 - Description of Employment and
 - CSUSM Time Base.
2. The AE offeree will provide the form to their appropriate administrator at their home institution and gain approval.
3. The AE offeree will return the completed form to the administrator offering the additional employment.
4. Proceed with hiring/paying the AE offeree.
5. Since the new offeree is not a CSUSM TT faculty, the CSUSM college will create a PAF to be stored in the college. Please place the offer, form and any related documents in the PAF.