**INTERCAMPUS STATEMENT OF WORK: CSUSM FACULTY HIRED AT EXTERNAL CSU CAMPUS (NON-UNIT 3 WORK ONLY)**

**Required approvals must be obtained before work begins, CSUSM faculty must complete Additional Employment Request and get Dean approval before committing to or starting work for external campus.**

**Services Performed by CSUSM Faculty:**

Faculty Name:

Position:

College/Department:

Contact Name:

Contact Email:

**Services Performed For:**

CSU External Campus:

College/Department:

Contact Name:

Contact Email:

Description of Duties:

Appointment start and end dates:

Compensation:

**External Campus IFT Information:**

Chart field for external campus to send IFT for payment to CSUSM:

Please note on IFT CSUSM Contact Information: College /Dean’s Office / Contact Name / Contact Email

**Process:**

1. **Faculty offered work from external CSU Campus that is not Unit 3 work (speaking engagement, program review, etc.)**
2. **Faculty to complete Additional Employment form through home college to receive Dean approval before committing are starting to do the work**
3. **College analyst to complete this form and communicate/share with external campus to complete all information and provide IFT information**
4. **College analyst to send this completed form to Faculty Affairs to confirm it is not unit 3 work**
5. **College analyst to confirm work is completed and initiate and/or receive IFT from external campus**
	1. If initiating IFT, after work is completed, submit this completed form in an email to accounting@mailhost1.csusm.edu to request the IFT be submitted to CSUSM (include your chart field for CSUSM and external campus)
6. **Process payment through Human Resources (most likely Special Consultant)**