***New Additional Employment (Job Code 2403) Examples***

**Full-time Faculty Examples**:

1. Faculty member A is a **full-time, 15 WTU, lecturer** in Biological Sciences.  In order to meet his entitlement, he is offered and accepts 16 WTU.
   1. **For 16th WTU** use the following form:  **Lecturer (Full-Time) –** **Additional Employment –** **Job Code 2403**
2. Faculty member B is a full-time tenure track faculty member.  He is teaching an overage in CEU of 25% during the AY on top of his regular state-side full-time appointment.
   1. Use the following forms:  1) full-time work is part of existing 2360 appointment; 2) CEU overage work via CEU 2322 or 2323 appointment
3. Faculty member C is a full-time tenure track faculty member who is teaching full-time self-support summer through CEU.  He will be working on a special project as an overage during the summer.
   1. Use the following forms:  1) full-time work is part of CEU 2357 appointment; 2) state-side overage work via Faculty **– Additional Employment (Job Code 2403)** form
4. Faculty member D is a full-time tenure track faculty member who is teaching full-time during the AY.  He will be working on two part-time special projects from two different colleges during the Spring break which will together equal 125%.
   1. Use the following forms: 1) state-side overage work via Faculty **– Additional Employment (Job Code 2403)** form for each of the part-time special projects
5. Faculty member E is a full-time tenure track faculty member who is teaching full-time stateside during the AY.  He will be working on a special project as an overage during the same AY.
   1. Use the following forms: 1) full-time work is part of existing 2360 appointment; 2) state-side overage work via Faculty – **Additional Employment (Job Code 2403) form**

**Part-time Faculty Examples**:

***Multiple Departments***

1. Faculty member F has two part-time appointments in two departments in two different colleges - 7 WTU in Department X and 8 WTU in Department Y - which together equal 15 WTU (full-time) during the quarter, and 45 WTU over the AY.  *In order to meet his entitlement* *OR to offer the faculty member full-time work per Article 12.29(a)(8) or (b)(9)*, in Department X, he is offered 8 WTU, and he receives 8 WTU in Department Y in the quarter, for a total of 16 WTU.
   1. Use the following forms: 1) the current appointment process, e.g., PeopleSoft temp faculty process using 2358 appointment letters – 8 WTU from Department Y, and 8 WTU from Department X (with note that the appointment contains 16th WTU so that the 16th WTU is not counted towards an entitlement); 2) Add “16th Unit” to the end of the Contract Description in Contract Data. For example: FMA-WTR-16/17-**16th Unit.**
   2. Not to meet an entitlement (more work available) – follow the same process as “a.” above
   3. Saccara Lim will contact the college Analysts to make Analysts aware that the faculty member has a full-time appointment with an overage for the quarter
   4. Analysts should notify the departments of the situation and will inform the departments that no further work may be offered for that quarter
2. **NEW** - Faculty member G has two part-time appointments in two departments in the same college - 7 WTU in Department X and 8 WTU in Department Y - which together equal 15 WTU (full-time) during the quarter, and 45 WTU over the AY.  *In order to meet his entitlement* *OR to offer the faculty member full-time work per Article 12.29(a)(8) or (b)(9)*, in Department X, he is offered 8 WTU, and he receives 8 WTU in Department Y in the quarter, for a total of 16 WTU.
   1. Use the following forms: 1) the current appointment process, e.g., PeopleSoft temp faculty process using 2358 appointment letters – 8 WTU from Department Y and 8 WTU from Department X (with note that the appointment contains 16th WTU so that the 16th WTU is not counted towards an entitlement); 2) Add “16th Unit” to the end of the Contract Description in Contract Data. For example: FMA-WTR-16/17-**16th Unit.**
   2. Not to meet an entitlement (more work available) – follow the same process as “a.” above
   3. The Analyst will contact the departments to make them aware that the faculty member has a full-time appointment with an overage for the quarter and will inform the departments that no further work may be offered for that quarter

***One Department***

1. **NEW** - Faculty member H has a part-time 14 WTU one-year entitlement in one department. *In order to meet his entitlement or to offer the faculty member full-time work per Article 12.29(a)(8) or (b)(9)*, he is offered 16 WTU.
   1. Use the following forms: 1) the current appointment process, e.g., PeopleSoft temp 2358 faculty appointment for 15 WTU; and 2) for 16th WTU use: **Lecturer (Full-Time) – Additional Employment – Job Code 2403**
   2. Not to meet an entitlement (more work available) – follow the same process as “a.” above

***Multiple Campus Appointments***

1. Faculty member I has two part-time single term appointments at two CSU campuses, Fullerton (semester campus) and CPP (quarter campus) - 6 WTU in Fullerton and 8 WTU at CPP – which together equal 17 quarter campus WTU. Fullerton’s 6 semester WTU must be multiplied by 1.5 to convert to 9 quarter WTU. 9 WTU plus 8 CPP WTU = 17 WTU.  The allowable 25% overage for the quarter is 3.75 quarter WTU, for a total of 18.75 quarter WTU in the quarter.
   1. Use the following forms: 1) the current appointment process, e.g., PeopleSoft temp faculty process for the department

***Special Projects***

1. Faculty member J has a part-time 3-year entitlement in one department of 24 WTU for the AY.  He works on a special project for 10 hours during one month in the AY.
   1. Use the following forms: 1) current appointment process, e.g., PeopleSoft temp faculty process for 3-year entitlement; 2) 4660 special consultant form for special project work

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