

California State Polytechnic University, Pomona
Department of _____

Date:	Empl ID#:
Name	Appt:
Address:	
City/State/Zip:	

Dear _____:

California State Polytechnic University, Pomona, University Library is pleased to offer you an appointment as a Temporary Instructional Faculty. Details concerning your assignment and duration of employment are included in the information below.

This is your teaching assignment:

Title/Range:		Contract Type:			
Start Date:		End Date:		Multi-Yr End Date:	
WTU:		Fraction:		Entitlement:	
Monthly Salary:		Base Pay:		Term Salary:	

You may need to visit Human Resource Services to complete or to confirm your benefits enrollment status which is defined by appointment type, classification, time base, and length of appointment. To enroll, eligible employees must contact Human Resource Services within 60 days of the beginning date of their appointment.

Under certain circumstances as described in the CSU Background Check Policy (<http://calstate.edu/HRAdm/pdf2015/HR2015-08.pdf>), a background check (including a criminal records check) must be completed satisfactorily before a candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

For temporary faculty granted a limited teaching exception which permits candidates to teach pending satisfactory completion of a background check: This offer of employment is contingent upon the completion of a satisfactory background check (including criminal records check) and may be rescinded if the background check reveals disqualifying information and/or the candidate knowingly withheld or falsified information.

If this appointment is acceptable to you, please sign below and return the original copy of this form as soon as possible, but no later than three weeks from the date of this appointment.

We look forward to your contributions to our faculty and hope that you will find this assignment satisfying and productive.

Sincerely,

 Dean's Signature

I accept the appointment and its terms as set forth in this letter and the information for Temporary Faculty, Teaching Associates and Graduate Assistants included with it.

 Signature

 Date

Contract Comments:

California State Polytechnic University, Pomona
Temporary Faculty Appointment – Policies and Conditions

Important: This appointment is subject to cancellation if all appropriate documents are not filed in the Payroll Office on or before the end of the third working day of the appointment period. Please note the items identified with an asterisk (*) below.

No commitments made outside this appointment form are valid. Temporary faculty appointments may be full or part-time. Provisions 12.4 through 12.6 of the current Unit 3 Collective Bargaining Agreement (CBA) articulate, in part, the basis for such appointments:

12.4 Appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. Consideration for a subsequent appointment is based upon conformance with the CBA and University Policy.

12.5 An appointment for a less than full-time temporary employee may be on a conditional basis. [...] The conditions established at the time of appointment may relate to enrollment and budget considerations. If a class is canceled prior to the third class meeting, the temporary employee shall be paid for class hours taught. If a class is canceled after the third class meeting, the temporary employee shall either be paid for the remaining portion of the class assignment or provided an alternate workassignment.

12.6 Full-time temporary employees, except Coaching Faculty Unit Employees, shall not be appointed on a conditional basis.

The full CBA may be accessed at: http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/2014-2017/.

Employment Requirements:

***IF THIS IS YOUR INITIAL APPOINTMENT, PLEASE STOP BY THE HUMAN RESOURCE SERVICES CUSTOMER SERVICE CENTER (CLA, #98-B1-20) ON OR BEFORE YOUR FIRST DAY OF APPOINTMENT TO PRESENT YOUR ORIGINAL SOCIAL SECURITY CARD AND SIGN ALL NECESSARY PAYROLL DOCUMENTS.**

***IF YOU ARE RETURNING FOLLOWING A ONE QUARTER BREAK, PLEASE CONTACT PAYROLL SERVICES AT (909) 869-2233 TO ENSURE THE ACCURACY OF YOUR PREVIOUS TAX WITHHOLDING STATUS, ADDRESS, BENEFICIARY INFORMATION, AND TO DOCUMENT YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES.**

***Employment is contingent upon proof of your legal right to work in the United States, and this must be provided prior to your employment at the University. This appointment is not final until proof is provided. You must be a citizen of the United States, a permanent resident (immigrant alien), or a nonimmigrant alien.**

*Examples of original documents that would be sufficient for citizenship verification include the following: birth certificate, United States passport, certification of United States citizenship or naturalization.

*A permanent resident or nonimmigrant alien may be employed only if he/she has been accorded an immigrant or nonimmigrant classification which authorizes such employment or is a student whose application to engage in employment for specific and limited reasons has been granted by the U.S. Citizenship and Immigration Services.

*An immigrant alien is an individual who has been granted lawful permanent resident status. Evidence of this status is possession of an Alien Registration Receipt Card (Form I-151 or I-551).

*Acceptable visas for the nonimmigrant alien are the F-1 (Student), the H-1 (Temporary Worker), the J-1 (Exchange Visitor) or the TN (Canadian Citizenship).

***FOR BENEFITS ELIGIBILITY AND ENROLLMENT INFORMATION, CALL THE BENEFITS OFFICE IN HUMAN RESOURCE SERVICES AT (909) 869-3734 OR VISIT <http://www.cpp.edu/hr> (click on benefits).**

Initial: _____