

Instructions and Notes about Completing the Intermittent Faculty-Related Appointment Form

Please enter as much information as you can. If you are unsure about what to put in any of the fields, please call Faculty Affairs at x43236 for assistance.

HR Department Name: Enter name of the hiring department.

HR Department Number: Enter 4-digit number of hiring department.

Employee Name: Enter employee name as it appears in PeopleSoft or on the employee's Social Security Card.

Employee ID: Enter employee's PeopleSoft identification number. (Not applicable for new employees)

Employee Record No.: Enter the record number of the employee's Special Consultant position associated with this voucher. If you don't know what it is, leave it blank and Faculty Affairs will fill it in.

Payroll Unit: Enter 3-digit payroll unit number of the employee's "home" department.

PeopleSoft Position Number: Enter 8-digit Special Consultant position number. Special Consultant job code = 4660, so enter the position number which corresponds with this job code.

Detailed summary of services provided: Please provide sufficient information about the nature of the work performed so it is clear that it was "faculty-related" work.

Pay Period: Enter month and year in which work was performed.

Daily Rate: Currently the minimum daily rate is \$91.00; the maximum is \$1073.00.

Total Days Worked: Make sure that the total FTES does not exceed 125% workload. Full time is 22 days per month. 25% overload for full-time faculty is 5 days.

Distribution of Labor Cost: Use Account # 601100 if using QA funds. Use only SOCMP funds.

Name & Phone # of person completing form: Please type in the name of the person completing the form so if we have any questions, we'll know who to contact.

Review and Approval: Make sure all required signatures are on the form (including the employee's signature) before sending it to Faculty Affairs.

NOTES ABOUT INTERMITTENT FACULTY-RELATED APPOINTMENTS

Appropriate Special Consultant or additional employment work for Tenure/Tenure-Track or Full Time Temporary Faculty

1. Academic Consultants to grants
2. Completion of extraordinary curricular studies or academic program development
3. Extended Education appointment (not General Fund money)
4. Work during intersession or the summer as long as it is faculty work
5. Evaluation of students not in own discipline (WEPT/EPT/ELM/BCLAD)
6. Work outside the academic year required by the university (e.g., attendance at budget advisory committees during summer)
7. For temporary faculty, significant extra duties outside the assignment (e.g., advising during summer, guest lectures in classes)

Inappropriate Special Consultant or additional employment work during AY for Tenure/Tenure-Track or Full Time Temporary Faculty

1. Curricular/Course development
2. Advising
3. General Fund funded research
4. Program Coordination
5. Committee Work

Questionable Special Consultant or additional employment work

1. Committee work on accreditation processes
2. Joint Doctoral program development funded from General Fund

25% Overload in Appointment (CBA Article 36.5)

Total FTES should not exceed 125% workload. Full-time workload is 22 days per month. Full-time faculty may work an additional 5 days per month.

1. Funding for the 25% overage has to be differently funded from their base job OR
2. Job duties are significantly different than their base job

Miscellaneous

1. FERPers can not have any additional appointments during their semester off and work is limited in the summer.
2. If not full-time, and not tenure/tenure-track, it doesn't matter what the duties are as long as it is faculty work, unless the total assignment exceeds full-time.
3. MPP (Admin 1,2,3,4) are not allowed to do Special Consultant work.
4. NO student employee titles can receive Special Consultant payments. Any TA's being paid to read must go through as a Student Assistant.
5. Checks are cut on the 15th of each month and are sent to Customer Service, unless the employee requests that their check be mailed to them.
6. If the employee wants their check mailed to them, they must attach a self-addressed, postage-paid stamped envelope.
7. Staff employees must have prior approval from Kathleen Spitzer before performing faculty-related work.