** ACADEMIC PERSONNEL**

**Tide Hall east**

100 Campus Center **•** Seaside, CA 93955

Tel: (831) 582-3385

**Total Employment Disclosure Form**

## Semester: Fall or Spring Year: \_\_\_\_\_\_\_\_

* CSU policy prohibits faculty and staff of CSU and its auxiliaries from holding assignments in the CSU system that total more than a full-time equivalent position, with a few exceptions.
* Part-time teaching assignments may total up to 18.75 units (125% of full-time) if assignments are at two or more CSU campuses
* Lecturers are allowed to teach up to 16 units with compensation, however only 15 units count when determining one’s entitlement.
* CSU employees in non-teaching assignments are, under certain circumstances, allowed additional employment up to 25 percent of a full-time appointment
* Management employees may only be given adjunct (volunteer) appointments
* CSUMB requires that part-time faculty disclose all CSU employment at the beginning of each semester
* Non-exempt employees may not exceed 100% without prior approval from HR/Academic Personnel management
* CSU employees cannot work 100% on grant funded projects
* Additional employment must be performed outside of normal work hours
* **Please complete and return this form to your department office prior to the first day of instruction**

## CSU Monterey Bay Employment

|  |  |  |
| --- | --- | --- |
| **Faculty** Appointments | **Dept/Div/School/Program** | **# of Units** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Non-Faculty Appointments**  **(Staff, Management)** | **Dept/Div/School/Program** | **Hours Per Week** |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Corporation**  **Appointments** | **Type of Employment** | **Hours Per Week** | **# of Units** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other CSUMB Employment** (Grants, Contracts, Consulting, Extended Learning, etc.) | **Department** | **# of Units** |
|  |  |
|  |  |

# Other CSU Employment

|  |  |  |
| --- | --- | --- |
| Faculty Appointments | **Department/Campus** | **# of Units** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Non-Faculty Appointments** | **Department/Campus** | **Hours Per Week** |
|  |  |

**This is a complete disclosure of my total CSU employment. I understand it is my responsibility to inform Human Resources should anything change in my employment status that would affect my pay or employment status.**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_