SAN JOSE STATE UNIVERSITY
OFFICE OF INTERNATIONAL AND EXTENDED STUDIES
INSTRUCTION APPOINTMENT – SPECIAL SESSION
Form must be signed by: 1. Faculty; 2. Appointing Authority; 3. Dean or Designee

FACULTY NAME_____SJSU ID_____

COLLEGE_____SCHOOL/DEPARTMENT_____

FACULTY RANK_____POSITION No._____

SPECIAL SESSION PROGRAM_____ SEMESTER (TERM)_____

COURSE(S) TO BE TAUGHT		COURSE DATES	
Title	Units	Begin	End
Title	Units	Begin	End

PROJECTED SPECIAL SESSION TEACHING UNIT TOTAL _____

PROJECTED SPECIAL SESSION COMPENSATION _____

DO YOU HAVE ANY OTHER APPOINTMENTS OR COMPENSATION IN ADDITION TO SPECIAL SESSION INSTRUCTION THAT CONSTITUTE ADDITIONAL EMPLOYMENT?
Yes_____No_____ IF YES, WHAT IS THAT EMPLOYMENT? _____
_____

EXAMPLES OF POSSIBLE ADDITIONAL EMPLOYMENT INCLUDE SJSU FOUNDATION GRANTS AND CONTRACTS, WORK AT OTHER CSU CAMPUSES, THE CSU CHANCELLORS OFFICE, LOTTERY AWARDS, COLLEGE AND DEPARTMENT INCENTIVE GRANTS OR SPECIAL PROJECT ASSIGNMENTS

Compensation is determined by California State University Salary Schedule "Instructional Faculty, Special Programs," Class code 2322

*I ACKNOWLEDGE THIS TEACHING ASSIGNMENT AND TO THE BEST OF MY KNOWLEDGE I AM IN COMPLIANCE WITH THE CSU ADDITIONAL EMPLOYMENT POLICY. IF THIS APPOINTMENT INCREASES MY WORKLOAD ABOVE THE ALLOWABLE OVERLOAD LIMITS I AGREE TO TEACH WITHOUT COMPENSATION.

_____ _____
Faculty Signature **Date**

_____ _____
College/School/Department Appointment Authority **Date**

_____ _____
College Dean or Designee **Date**

EMPLOYMENT ALLOCATION

1. SJSU		_____%
2. EXTENDED STUDIES		_____%
3. SJSU FOUNDATION	Straight Time	_____%
	Reimbursed Time	_____%
	Overload	_____%
4. **TOTAL ALLOCATION TIME**		_____%

OVERLOAD REVIEW:

_____ Date _____
FACULTY AFFAIRS

_____ Date _____
EXTENDED STUDIES (IES)

_____ Date _____
FOUNDATION

*CSU ADDITIONAL EMPLOYMENT POLICY:

A faculty employee (Unit 3) is permitted additional employment compensated by the California State University, funded by General or Non-General Funds including CSU Auxiliaries. This additional employment shall not exceed 25% workload overage.