

**SAN JOSE STATE UNIVERSITY  
OFFICE OF INTERNATIONAL AND EXTENDED STUDIES  
INSTRUCTION APPOINTMENT – SPECIAL SESSION/WINTER SESSION**

**Form must be signed by: 1. Faculty; 2. Appointing Authority; 3. Dean or Designee before class begins**

FACULTY NAME \_\_\_\_\_ EMPL ID \_\_\_\_\_

COLLEGE \_\_\_\_\_ SCHOOL/DEPARTMENT \_\_\_\_\_

FACULTY RANK \_\_\_\_\_ IES POSITION No. \_\_\_\_\_

SPECIAL SESSION PROGRAM \_\_\_\_\_ SEMESTER (TERM) \_\_\_\_\_

COURSE(S) TO BE TAUGHT \_\_\_\_\_ COURSE DATES \_\_\_\_\_

Title	Units	Begin	-	End
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Title	Units	Begin	-	End
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PROJECTED SPECIAL SESSION TEACHING UNIT TOTAL \_\_\_\_\_

PROJECTED SPECIAL SESSION COMPENSATION \_\_\_\_\_

**Volunteer Faculty (No Compensation)**

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

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

\*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 RESEARCH FOUNDATION	Straight Time		_____ %
	Reimbursed Time		_____ %
	Overload		_____ %
4. SJSU TOWER FOUNDATION	Straight Time		_____ %
	Reimbursed Time		_____ %
	Overload		_____ %
5. TOTAL ALLOCATION TIME			_____ %

<b>OVERLOAD REVIEW:</b>	
_____	Date _____
FACULTY AFFAIRS	
_____	Date _____
EXTENDED STUDIES (IES)	

**\*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.