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Faculty Additional Pay Authorization System (5/11/21)

CSUSB Faculty Senate

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Faculty Additional Pay Authorization System

May 11, 2021

Additional Employment

- Additional employment shall refer to any employment compensated by CSU, funded by the general fund or non-general funds including CSU auxiliaries, that is in addition to the primary or normal employment of a faculty unit employee
- The "twenty five percent (25%) overage" as used in this Article shall be calculated as a percentage of full-time workload or, when appropriate, fulltime time base. The total additional employment of a faculty unit employee shall not exceed a total of twenty-five percent (25%) overage
- A faculty unit employee shall be limited in CSU employment to the equivalent of one (1) full-time position in his/her primary or normal employment. An "overage" of up to twenty five percent (25%) of a full-time position shall be allowed if the overage employment:

Current State

- Faculty Additional Pay (FAP) is funded by different units
- Unit processes for FAP are not the same
- Calculations are different across units
- FAP is tracked after the fact rather than before
- Difficult to adhere to 25% additional pay limit
- Current system has no safeguards for overages
- Much of the process is manual
- Audit Finding of the 25% faculty additional pay limit

Need

- System that accounts for faculty additional pay in all units
- Standard processing of faculty additional pay
- Pre-authorization of faculty additional pay
- System that will not allow .25 to be exceeded
- Response to .25 audit finding

Faculty Additional Pay Authorization System

- Accounts for faculty additional pay from all units
- Pre-authorization of faculty additional pay
- .25 safeguard in place
- Calculates remaining FTE during entry
- Less paperwork
- System is an accepted response to audit finding

Team

- ITS
- CEGE
- UEC
- Academic Budget & Planning
- Faculty Affairs & Development
- College Analysts
- Faculty member
- Associate Dean

Implementation & Training

- Implementation: Fall term 2021
- Training Sessions
- Business Process Guide
- Step by Step Guides
- Short videos highlighting specific actions

Questions?