

Faculty Processes

Office of Faculty Affairs
California State University, Northridge
August 15 & 16, 2019

ADDITIONAL EMPLOYMENT/
PAY

Additional Employment

Additional Employment – 125% Policy

- Per the Faculty Collective Bargaining Agreement (CBA) and the CSU System-Wide Additional Employment Policy (HR 2002-05) the limit of total workload is **125%** (25% overage of full-time time base).
- Source of work limited to:
 - CSU campus
 - CSU auxiliaries (e.g., TUC, Foundation/ University Advancement)
 - Tseng College of Extended Learning
- Per CBA, work performed must meet the following criteria:
 - Consist of employment of a substantially different nature from the primary employment; or
 - Is funded from non-general fund sources; or
 - Is the result of the accrual of part-time employment on more than one campus (18.75 units - Lecturers)

Note: Substitute work (job code 2356) also falls under the category of “additional work”, thus only faculty who have less than a full-time time base can substitute.

* FERP Participants, Rehired Annuitants, Faculty on any type of Leave of Absence, 12-month Faculty/Chairs are further restricted on additional work

Additional Employment Availability

Additional Employment Availability

Fall 2019: 21.50 days total (25%)

Spring 2020: 21.50 days total (25%)

The number of days available each semester is the total across all areas (State, ExL, TUC) combined.

State:

- 4660 – whole days (21 days)
- 2403 – time base (25%)
- 2356 – hours (170 hours)

ExL:

- 2323/2322 – units (3.75 units)
- 2363 – hours (170 hours)
- Also use 4660 and 2403 job codes

TUC:

No job codes – uses partial and whole days (21.50 days)

ADDITIONAL EMPLOYMENT/PAY FOR CHAIRS

- Allowed 10 hours per week on top of primary appointment (1 day per week)
- Teaching allowed only during academic terms and summer*

*chairs must have vacation days available for classes taught during summer term to subsidize the overage of time

Chair Additional Employment				
Term	Teach a Course	Consulting / Grant Work	Take Vacation Days	Notes
Winter	Not allowed	Allowed	N/A	Not enough time available to teach
Spring Break	Not allowed	Only one day per week as usual	N/A	12-month faculty still work during Spring Break so no additional time available
Summer	Allowed	Allowed	Only for courses taught	120 hours allowed during summer term. If going over this amount teaching class, use vacation time to make up the difference

Additional Pay System Module

ADDITIONAL PAY SYSTEM MODULE

- ❖ **Enables us to track additional employment across all areas (State, TUC, ExL)**
- ❖ **Pre-authorization required for all additional work**
- ❖ **See handout tab 4**



APPROVING ADDITIONAL PAY REQUESTS

Reply Reply All Forward



Wed 8/16/2017 12:05 PM

HNRPRD@calstate.edu

Additional Pay Application Needs Your Approval

To Lichtscheidl, Carmen

This is a System-generated message: Please do not reply

Dear Carmen Lichtscheidl,

An Additional Pay request for [REDACTED] has been approved by MAR/Designee in the **State Pre-Authorization** stage and now requires your approval. The request is for the term Summer Term 2017 during the period of 08/15/2017 to 08/15/2017.

To access this request, log into the CSUN Portal. From the Faculty or Staff tab use the Additional Pay pagelet to access the item requiring approval.

For questions regarding additional pay email: additional.pay@csun.edu

Click on the link below to review this request:

https://auth.csun.edu/cas/login?method=POST&service=https%3a%2f%2fmynorthridge.csun.edu%2fjsp%2fPANRPRD%2fEMPLOYEE%2fSA%2fc%2fNR_HR_MGR_SS.NR_FAC_AUTH.GBL%3fPage%3dNR_FAC_AUTH%26Action%3dU

APPROVING REQUESTS

Additional Pay

- [State Pre-Authorization](#)
- [ExL Pre-Authorization](#)
- [TUC Pre-Authorization](#)
- [State Payment Authorization](#)
- [ExL Payment Authorization](#)
- [TUC Payment Authorization](#)

Once logged in to the CSUN Portal, locate the Additional Pay Pagelet.

Then, select the appropriate link to view the request pending your approval.

Additional Pay

- [State Pre-Authorization](#)
- [ExL Pre-Authorization](#)
- [TUC Pre-Authorization](#)
- [State Payment Authorization](#)
- [ExL Payment Authorization](#)
- [TUC Payment Authorization](#)

APPROVING REQUESTS

Addnl Pay State Pre-Auth

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Empl ID:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Department:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Job Code:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Position Number:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Term:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Start Date:	= ▼	<input type="text"/>	<input type="button" value="📅"/>
End Date:	= ▼	<input type="text"/>	<input type="button" value="📅"/>
Seq #:	= ▼	<input type="text"/>	
Name:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	
Status:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Action Level Description:	begins with ▼	<input type="text"/>	

Case Sensitive

Find an Existing Value | Add a New Value

- 1) Once on the Search Criteria page, ensure you stay on the “Find an Existing Value” tab to look up your pending requests.
- 2) Best way to look up pending requests is to hit the “search” button at the bottom of the page without entering any information in the search fields.

APPROVING REQUESTS

Addnl Pay State Pre-Auth

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Empl ID:

Department:

Job Code:

Position Number:

Term:

Start Date:

End Date:

Seq #:

Name:

Last Name:

First Name:

Status:

Action Level Description:

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-33 of 33 Last

Empl ID	Organization	Department	Job Code	Position Number	Term	Start Date	End Date	Seq #	Name	College	Status	Action Level Description	Last Updated User Name	Last Updated Date-Time Stamp
000231193	State	10068	4660	99744595	2175	08/16/2017	08/22/2017	1		ACAD_TECH	P	3 Dean/Chair/Dir. Approval	E000231193	08/15/2017 4:49:19.000000PM
007145259	State	10068	4660	99744595	2175	08/16/2017	08/22/2017	1		ACAD_TECH	P	3 Dean/Chair/Dir. Approval	E007145259	08/15/2017 3:59:25.000000PM
008352059	State	10095	4660	99741066	2175	08/17/2017	08/22/2017	1		CAMC	P	3 Dean/Chair/Dir. Approval	E0017420	08/15/2017 9:34:24.000000PM
008420783	State	10122	4660	99741244	2175	07/27/2017	08/22/2017	2		EDUCATION	P	3 Dean/Chair/Dir. Approval	E0014830	08/16/2017 11:10:29.000000AM
009740995	State	10068	4660	99744595	2175	08/16/2017	08/22/2017	2		ACAD_TECH	P	3 Dean/Chair/Dir. Approval	E009740995	08/15/2017 5:38:13.000000PM
009957977	State	10159	4660	99744255	2175	08/15/2017	08/15/2017	1		SCI_MATH	P	3 Dean/Chair/Dir. Approval	E0011337	08/16/2017 7:34:44.000000AM
100010758	State	10159	4660	99744255	2175	08/15/2017	08/15/2017	1		SCI_MATH	P	3 Dean/Chair/Dir. Approval	E0010758	08/16/2017 11:21:37.000000AM
100010994	State	10159	4660	99744255	2175	08/15/2017	08/15/2017	1		SCI_MATH	P	3 Dean/Chair/Dir. Approval	E0010994	08/16/2017 10:48:44.000000AM
100011583	State	10159	4660	99744255	2175	08/15/2017	08/15/2017	1		SCI_MATH	P	3 Dean/Chair/Dir. Approval	E0011583	08/16/2017 10:12:48.000000AM
100018022	State	10159	4660	99744255	2175	08/15/2017	08/15/2017	1		SCI_MATH	P	3 Dean/Chair/Dir. Approval	E0018022	08/16/2017 2:48:47.000000PM
100020195	State	10068	4660	99744595	2175	08/16/2017	08/22/2017	1		ACAD_TECH	P	3 Dean/Chair/Dir. Approval	E0020195	08/15/2017 4:07:51.000000PM

If you have any pending requests, you will see them populate below under the "Search Results", as shown below.

APPROVING REQUESTS

Request For Additional Pay Pre-Authorization

Primary Job and Current Status of Candidate				Application Status	
Empl ID	102617578	Name	[REDACTED]	Empl Rcd	0
College	CSBS	Dept	10176 Psychology-8255	Emp Sts	Active
Job Cd	2360	Title	Instr Fac AY	Union Cd	R03
				Full/Part	Full-Time
				FLSA	Exempt
				Faculty	
				Status	In Process. Approved By Employee
				Level	3 Dean/Chair/Dir. Approval
				View Approval History	

Pre-Authorization						
Sponsoring Organization: Cal State University (State)			Dept	10068 IT Acad Technology - 8223	College	ACAD_TECH
Appontment Details		Job Code	4660 Special Consultant	For Term		Summer Term 2017
	Position	99744595 Special Consultant	*Start Date	08/16/2017	*End Date	08/22/2017
	Comp Type	DLYRTE CSU Immediate Pay, Daily Rate	Comp Rate	1141.600000	Nbr Of Days	2.00
			Est. Comp	2283.20		
*Description of Work:	eLearning Institute part one payment					

FTE Counts (Max FTE Allowed is 1.25)					
Assigned by Job:	0.000000	This Request:	0.033334	Other Requests:	0.033334
Total Assigned and Requested:	0.066668	Available:	1.183332	Available Days	71.00

Funding Information							
College/Dept Use Only: No action will be taken with funding information on this form. Please update funding via Manager's Workbench by the monthly deadline.							
Fund	DeptID	Description	Program	Fund Class	Project/Grant	Job Code	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes And Comments	
<div style="border: 1px solid #ccc; height: 60px;"></div>	View All Notes / Comments <input type="button" value="Add To Notes / Comments"/>
Faculty Affairs Internal Comments	
<div style="border: 1px solid #ccc; height: 60px;"></div>	View All Internal Comments <input type="button" value="Add To Internal Comments"/>

Application Update Information			
Created On	08/15/2017	Submitted By:	[REDACTED]
Last Updated By:	[REDACTED]	At	08/15/17 8:28:05.000000PM
<input type="button" value="Save"/>		<input type="button" value="Approve"/>	<input type="button" value="Deny"/>

ADDITIONAL EMPLOYMENT/PAY INFORMATION

Policy, Training Guides, Deadlines:

<http://www.csun.edu/faculty-affairs/additionalpay>

Questions and Inquiries:

additional.pay@csun.edu

FACULTY LEAVES

SABBATICALS & DIFFERENCE-IN-PAY LEAVES

- Memo for Sabbatical –August 2, 2019
- Applications due – September 27, 2019
- Eligibility → 6 years+ of full-time service (Lecturers included)
- Eligibility for 1st DIP leave is after six years of full-time service, the 2nd DIP leave requires 3 years of full-time service since last DIP or sabbatical.
- See tab 5 in binder

Sabbatical Application Page 1



See tab 5

Application:
7 pages
long, print
from FA
website

Type: _____ Years of Credited Service: _____
Term(s): _____ Recommendation: _____
(FOR PROVOST AND VICE PRESIDENT'S OFFICE USE ONLY)

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE APPLICATION FOR 2020-21 SABBATICAL LEAVE OR DIFFERENCE-IN-PAY LEAVE

This application is to be completed by the applicant and submitted to the Department Chair (or equivalent), no later than **September 27, 2019**, for transmittal to the appropriate Department Committee. Applicants must have completed a minimum of six (6) full academic years of credited service before a regular sabbatical leave or difference-in-pay leave can be granted. To be eligible for a subsequent sabbatical leave, applicants must have served full time at least six (6) full academic years after any previous leave with pay. Applicants must have completed a minimum of three (3) full academic years of credited service after the last leave with pay to be eligible for a difference-in-pay leave. Applicants should be familiar with Article 27 (Regular Sabbatical Leaves) or Article 28 (Difference-In-Pay Leaves) of the Faculty Collective Bargaining Agreement, and with the CSUN Sabbatical Leave Policy, found in Section 672 of the *Administrative Manual*.

All sabbatical leave applications, accompanied by the written evaluations from the Department level, shall be forwarded to the College Personnel Committee or College Professional Leave Committee if one has been elected, no later than **October 18, 2019**. All difference-in-pay leave applications shall be forwarded to the College Dean no later than **October 18, 2019**. Applicants should inquire if they have not received a written evaluation from the Department Committee on or before **October 11, 2019**. The appropriate College Committee shall forward all sabbatical leave applications to the College Dean no later than **November 19, 2019**. The College Dean shall forward all applications and accompanying materials to the Office of Faculty Affairs no later than **November 25, 2019**. The President (or designee) shall notify all applicants of the decision on granting the professional leave no later than **January 9, 2020**.

1. Name of applicant: _____
Last First Middle Initial
2. Department: _____ College: _____
3. Date of Most Recent Leave of Absence with Pay: _____
(Regular Sabbatical or Difference-In-Pay Leave) Semester Year
4. If you transferred to CSUN directly from another CSU campus, and have not been granted a sabbatical leave at CSUN, indicate campus: _____; indicate years of full-time service at that CSU campus: _____.
5. Yes No Do you plan to hold any employment (CSUN or other) while on sabbatical? **If yes, submit with your application a separate memorandum to the Provost and Vice President for Academic Affairs that requests approval and provides a written justification of the need for the additional employment.**

Sabbatical Application Page 2



It is important to note that when choosing which sabbatical option on the application that only the one-semester regular sabbatical leaves come out of the 42 centrally funded sabbaticals. If a faculty member applies for a one-year sabbatical or DIP leave they cannot convert later to a one-semester sabbatical.

6. Type of Leave Requested:

Please note the following: Applicants not awarded a sabbatical leave will have an opportunity to transfer their request to a difference-in-pay leave. Since regular one-year sabbatical leaves at half salary are not included in the college allocation of centrally funded sabbatical leaves, they **cannot** be converted at a later time to one-semester fully-funded, centrally-funded sabbatical leaves. If you have questions about possible conversion of leave requests or postponement of leaves, please contact the Office of Faculty Affairs prior to selecting a choice below.

MARK ONE CHOICE ONLY.

Regular Sabbatical Leave

- Fall 2020 semester at full pay (centrally funded)
- Spring 2021 semester at full pay (centrally funded)
- 2020-21 academic year at half salary* (not centrally funded)
- Other - identify which two semesters from the 2020-21 and 2021-22 academic years you request sabbatical leave at half salary* (not centrally funded)

Difference-In-Pay Leave (all not centrally funded)

- Fall 2020 semester at difference-in-pay*
- Spring 2021 semester at difference-in-pay*
- 2020-21 academic year at difference-in-pay*
- Other - identify which two semesters from 2020-21 and 2021-22 academic years you request difference-in-pay leaves*

**As described in Government Code 21008, faculty members on difference-in-pay leaves or reduced pay sabbatical leaves earn prorated PERS retirement service credit. Faculty members on full-time pay sabbatical leaves receive full credit for retirement service.*

PLEASE NOTE: The entire application packet (pp. 1-7) should be forwarded to each subsequent level of review.

7. In support of this application, I submit the following proposal: (the proposal, which shall **not exceed three pages**, should include a statement of the purpose of the sabbatical leave; a detailed outline of the plan of study, research, travel or service to be performed during the period of the leave; a statement of the resulting benefits which will accrue to the University and its students; the CSU resources, if any, necessary to complete the project; and the nature, amount and source of anticipated supplemental support, if any.) Letters of support or recommendation from colleagues will be included as part of the three-page limit on the length of the proposal. Letters of support or recommendation that result in a proposal of more than three pages will not be considered.

SABBATICAL LEAVES

- Only the one-semester sabbaticals are part of the centrally funded sabbaticals.
- There are two sabbatical options to choose from; one-semester or two semester at half pay.
- Chair sabbaticals can vary, please contact FA.
- PERS service credit is pro-rated on two semester at half pay Sabbaticals.

DIFFERENCE-IN-PAY LEAVES

- DIP leaves do not count as part of the centrally funded sabbaticals.
- Salary on DIP leave is current earned base salary – current minimum at instructor rank (as of 7/1/19=\$4,229)
- PERS service credit is pro-rated on two semester at half pay Sabbaticals

Example:

Professor earns \$7,980 monthly on DIP

\$7,980- \$4,229= \$3,751 monthly salary

FACULTY LEAVES PERSONAL AND PROFESSIONAL

Personal Leaves:

- Can be with or without Pay (LWOP)
- Without Pay - granted for up to 2 yrs
- LWOP need to complete Faculty Affairs form on FA website.

https://www.csun.edu/sites/default/files/lwop_apppl_REV032010.docx

Paid Leaves are handled with HR department and require documentation.

Professional Leaves:

- Can be without Pay unless applying for Sabbatical leave
- Leave for research or professional development that benefit campus
- Can negotiate service credit towards tenure/sabbatical credit

The Bottom Line

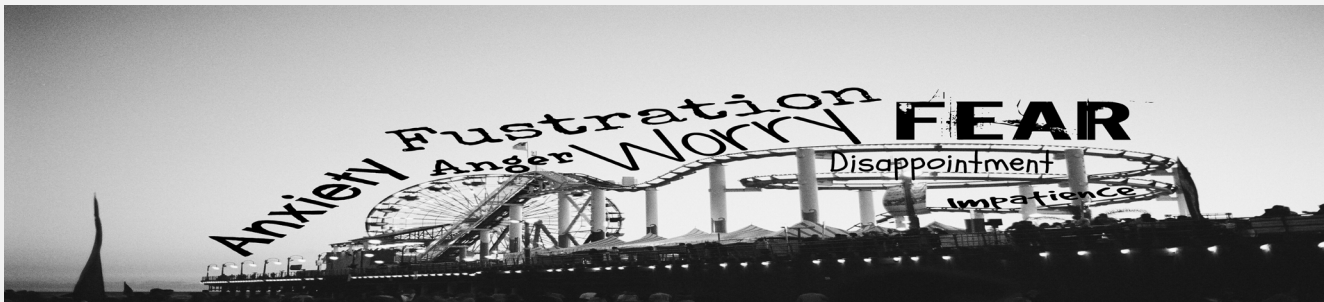
Personal/Professional Leaves

Do:


- Be supportive of your faculty member
- Listen
- Be flexible, leaves are temporary
- Keep your Dean informed

Don't:

- Make any promises
- Dismiss their needs
- Assume what their plan is
- Forget their rights, consult with FA and HR



Personal and Professional Leave without Pay Application



On FA website. Application needs to be signed by applicant and forwarded to Chair and Dean for appropriate approvals.

For Part-Time faculty taking a LWOP can serve as a placeholder for entitlement purposes.

APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY

Name of Applicant _____ Employee ID# _____

Department _____ College _____

Period of Leave Requested: Fall _____ (year) Spring _____ (year) or Academic Year _____ (year)
 (Leaves may be requested for up to two years)

Other _____

Check One: Personal Leave Professional Leave**

**Statement in support of request required. Indicate how the leave will be utilized, what goals will be pursued, and how these efforts will benefit the University. Please attach to application.

Check One: Full-time Leave Part-time _____ (% of Leave Requested)

For Professional Leaves of two or more years (including extensions)		YES	NO
Benefits Requested: (see Article 13.7 of the Unit's Faculty Collective Bargaining Agreement)	Credit toward Tenure: Request for one (1) year extension of probationary period	<input type="checkbox"/>	<input type="checkbox"/>
Credit contingent upon filing "Report of Activities During Leave of Absence Without Pay" form upon return from leave.			

NOTE: If LWOP occurs during Fall semester, applicant will not receive a paycheck for the following August. Consult Human Resources, Benefits Administration Office for effect on subsequent September benefits and benefits while on leave. If a full-time LWOP is requested, applicant should be aware that health benefits will only be available on a self-pay basis.

Signature of applicant _____ Date _____
 (Forward to Department Chair)

Leave Recommended: Yes ___ No ___

Signature of Department Chair _____ Date _____
 (Forward to College Dean)

Leave Granted: Yes ___ No ___

If leave denied, state reasons _____

Signature of College Dean _____ Date _____
 (If leave request granted by Dean, forward to Associate Vice President for Faculty Affairs for granting of credits)

RECOMMENDATION OF ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

Credit toward S.S.I. _____ Credit toward Tenure _____ Credit toward Sabbatical _____ Leave Report Needed _____

Signature of Associate Vice President, Faculty Affairs _____ Date _____

Comments: _____

PARENTAL LEAVES

Article 23 of the Faculty Collective Bargaining Agreement. Faculty have a lot of flexibility on Parental Leaves. Options include;

- 30 days of Parental Leave, OR,
- Leave Sharing with Spouse or Partner who is also Faculty Unit Employee, OR,
- Reduction in Workload (40% Reduction or 6 WTUs if Full time) for one semester, OR,
 - Intermittent Leave

*All options need to be approved by appropriate Administrator and Parental Leave application completed, signed and authorized.

PARENTAL LEAVES

Parental Leave application found on the Faculty Affairs website.

Qs please call Michelle Kilmnick in Faculty Affairs.

CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Application for Paid Parental Leave
Office of Faculty Affairs

APPLICATION FOR PAID PARENTAL LEAVE (Faculty)
(Maximum of 30 Workdays)

Please review Sections A, B, C, and D when completing this form.

Section A:
Name of Applicant: _____ CSUN ID: _____
Email Address: _____ Department: _____ College: _____
30 Day Period of Leave Requested: _____ Begin Date _____ End Date _____ OR Complete Section B below.
Anticipated date of birth (or arrival) of child: _____

Section B:
Parental Leaves are referenced in Articles 23.4-23.6 of the Faculty Collective Bargaining Agreement (CBA). These Articles allow for flexibility in how parental leaves are implemented. The CSU recognizes that the nature of work carried out by faculty unit employees makes leaves of less than one (1) academic term challenging to accommodate. In order to minimize disruptions of the academic program and impacts on students, the following options are available:

- Intermittent (non-consecutive workday) Leave.** "A bargaining unit employee shall be entitled to a maximum of thirty (30) days of parental leave...Such leave shall be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. This leave shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child" (Article 23.4)
- Leave Sharing.** "When a faculty unit employee is eligible for a parental leave and his/her spouse or partner is also a faculty unit employee, one spouse/partner may donate all or part of his/her parental leave to the other spouse or partner with the approval of the appropriate administrator(s)." (Article 23.6.a)
- Workload Reduction in lieu of parental leave.** "Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee with an academic year appointment may be given a reduced assignment over one academic term in lieu of a thirty (30) day parental leave, as follows: A workload reduction of forty percent (40%) (6 WTUs for one semester)." (Article 23.6.b)

(continued)

PARENTAL LEAVE APPLICATION

PAGE 2

Faculty have a lot of flexibility on parental leaves under Section B.

Section B (continued) Leave Flexibility Requested:

Intermittent Leave (List schedule; attach a signed memo with Dean's approval) _____

Leave Sharing (Name spouse/partner, campus, and describe details of Leave Sharing; attach a signed memo with Dean's approval) _____

Workload Reduction (Describe reduced assignment, academic term; attach a signed memo with Dean's approval) _____

Section C:
Extension of Probationary Period:

1. Is applicant a probationary faculty member? Yes _____ No _____
2. If No, skip to Section D
3. If Yes, does applicant want to be considered for extension of probationary period? Yes _____ No _____
(If Yes, Applicant must request an extension separately from this form, see Article 13.8 below)

Article 13.8 Upon the request of a faculty unit employee to the President made no later than thirty (30) days prior to the beginning of the academic term in which s/he is scheduled to return to work, his/her probationary period may be extended for one (1) academic year for...a leave of absence for pregnancy/birth or adoption.

Section D:

Signature of applicant _____ **Date** _____
[Forward to Department Chair(s)]

Signature of Department Chair(s) _____ **Date** _____
[Forward to College Dean(s)]

Signature of College Dean(s) _____ **Date** _____
[Forward to Associate Vice President for Faculty Affairs]

Signature of AVP, Faculty Affairs _____ **Date** _____

Comments: _____

Distribution: Human Resource Services Faculty Affairs Applicant
College Dean(s) Department Chair(s)

Department Chair Appointments

- Earn 2 days (16 hours) of vacation per month. Must take a minimum of 40 hours per year of vacation
- Chairs are in Faculty status (Unit 3 CBA)
- Transitioning back to AY faculty from 12-month Chair --- be aware of implications.