


Date: September 5, 2024

To: Department Chairs

From: Christina von Mayrhauser 
Interim Associate Vice President for Faculty Affairs

Subject: Reporting Outside Employment

Please forward this message to all full-time faculty (tenured, probationary, and temporary/lecturer).

Article 35.3 of the CSU-CFA Collective Bargaining Agreement (CBA) **requires** that all full-time faculty unit members provide a written statement to the appropriate administrator (College Dean) of all outside employment, where such outside employment is expected to amount to more than:

- (a) One hundred sixty (160) hours per semester for faculty holding academic year or ten (10) month appointments, or
- (b) One hundred twenty (120) hours per three (3) month period for faculty holding twelve (12) month appointments.

In addition, according to Article 35.1 of the Unit 3 CBA, “outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty unit employee.”

A full-time faculty member with outside employment that exceeds the limits above must report this information using the **Outside Employment Disclosure Form**, which shall be provided to your Dean within thirty (30) days of the commencement of the semester or within thirty (30) days of the commencement of the three (3) month period during which the outside employment is to be undertaken.

A copy of the form (Appendix G in the CBA) is attached and may also be found at the website:
<https://www.csun.edu/faculty-affairs/forms>

The deadline for submission of the form for the Fall 2024 semester is:

- (a) **Friday, September 20, 2024** for faculty holding academic year or ten (10) month appointments, or
- (b) Quarterly on October 1, January 1, April 1, and July 1 of each year for faculty holding twelve (12) month appointments.

Completed forms will be maintained in the Dean’s Office and will be added to the faculty personnel action files. Faculty who do not expect to work the hours referenced above do not need to submit an Outside Employment Disclosure Form. If you have any questions, please contact the Office of Faculty Affairs (x2962).

cc: Deans
Deans Assistants

Attachment