



## SUBSTITUTE FACULTY APPOINTMENTS

### THINGS TO KNOW BEFORE APPOINTING SUBSTITUTE FACULTY:

- Substitute faculty assignments are temporary replacement assignments intended to cover short-term faculty absences for up to 20 *CALENDAR* days (e.g., emergency leaves, jury duty, bereavement leaves). For more information, see Article 20.8 of the CFA/CSU Collective Bargaining Agreement.
- Contact HR for additional appointment information or if the assignment will exceed 20 days.
- Faculty employees considering an informal voluntary (unpaid) substitute arrangement of short duration with a CSUS colleague need to consult with their department chair for approval. This form is for paid assignments only - do not fill out if informal arrangements have been made.
- Tenure-track/tenured faculty CANNOT be paid as substitute faculty.
- Substitute assignments should be offered first to current qualified part-time faculty using the Preference for Available Temporary Work procedures specified in CBA Article 12.29. Substitute assignments do not increase the lecturer's entitlement. Substitute assignments are conditional.
- If substitute faculty is current CSUS temporary faculty, cumulative appointments *including substitute appointment* cannot exceed 15 WTUs.
- Substitute faculty are paid for actual hours worked in the classroom (i.e., contact hours with students). The hourly rates for Substitute faculty assignments include compensation for normal office hours, grading time, and prep time in relation to the course taught.
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect their employment status. A current CV/resume and transcript of highest degree (If a CSUS graduate, an unofficial printout from CMS will be accepted) are required to initiate the background check.
- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.
- Upon completion of the appointment, substitute will need to follow the existing Absence Management reporting process for faculty. Contact Payroll for additional information on this process.

### DIRECTIONS FOR COMPLETING SUBSTITUTE APPOINTMENT FORM

#### 1) General:

- When to Submit Form - Substitute forms should be submitted to the HR Payroll Office no later than the last working day in the pay period.
- New Employees must complete appointment documentation in **the HR Payroll Office, Del Norte Hall, Suite 3006A** within 1 (one) day of appointment. An employee ID number will be assigned after all required documents have been submitted and processed. A list of required documents can be found [http://www.csus.edu/hr/new\\_employee\\_faculty.html](http://www.csus.edu/hr/new_employee_faculty.html).
- If a new employee, attach a copy of current CV/Resume.

#### 2) Appointee Information:

- Complete all information for substitute faculty.
- If substitute is a current CSUS temporary faculty employee, please input CSUS ID number. If new employee, please leave blank.
- Attach email confirmation from Human Resources – Academic Personnel documenting background check clearance.



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### 3) Substituted Faculty Information:

- Complete all information for faculty needing substitute.
- Identify reason for faculty absence. Please attach any relevant documentation (e.g. jury summons, doctor note)
- Attach a copy of Absence Management Reporting screen

### 4) Appointment Information

- CMS Position Number: You may obtain this number from departmental position management report or consult with your Dean's office
- Dept ID: Input your department ID code
- Job Code: 2356
- Transaction Effective Dates: Input the beginning and ending dates of the month in which the appointment will occur.
- JC 2356 Range: 1 = Assistant/Instructor (Lect A)  
2 = Assistant Professor (Lect B)  
3 = Associate Professor or Professor (Lect C/D)
- Paid Hours: Total all lecture and/or lab hours the substitute will be working for the duration of the appointment. A 3-unit lecture = 3 hours per class meeting.
- Hourly Rate: Per salary schedule as of 7/1/16 (\$/per hour)

	<u>Lecturer Rate</u>	<u>Lab Rate</u>
Lecturer A	\$68.00	\$46.00
Lecturer B	\$70.00	\$48.00
Lecturer C/D	\$73.00	\$50.00
- Course(s) Assigned: List all courses substitute will be teaching along with dates covered. For example: ECON 101 Intro to Econ – 3.0 units: 5/01, 5/08

