Sonoma State University

PROCEDURES & INSTRUCTIONS
FOR THE APPOINTMENT OF
FACULTY SPECIAL CONSULTANTS
Job Code 4660

I. SCOPE

a. These procedures are applicable to current, new, or returning CSU faculty hired as SPECIAL CONSULTANTS (Class Code 4660) to perform additional services for Sonoma State University (SSU).

b. The Special Consultant classification, Class Code 4660, is to provide payment to individuals who perform special assignments of limited duration and no other appropriate classification is available. The Special Consultant process should be avoided when regulations and the situation permit in favor of:

   i. Independent contractor agreement for services
   ii. A guest lecturer/honorarium form or
   iii. Regular temporary faculty, management or staff employment procedures

c. Special Consultants may be eligible for workers compensation insurance and unemployment insurance. Special Consultant pay may be subject to federal and state tax and social security deductions. New hire employment paperwork will apply (e.g. I-9 right to work verification, loyalty oath) if they are not already on the SSU payroll.

II. DEFINITIONS

For the purpose of these procedures, the following definitions will apply:

A. SPECIAL CONSULTANT (Class Code 4660) – An individual who is subject to the will and control of the University while performing special assignments of a temporary nature based on a particular knowledge, ability, or expertise. Individuals may be designated as Special Consultants only if no other appropriate CSU classification is available. Special Consultants are considered temporary appointments rather than employees of the University and are paid a daily salary regardless of the number of hours worked in a given day.

   Current CSU faculty who accept additional employment as Special Consultants are subject to the Additional Employment Policy of the California State University (HR 2002-05) and the Unit 3 (Faculty)
Collective Bargaining Agreement, both of which limit total employment within the CSU to a maximum of 125% of full-time time base

III. APPPOINTMENT OF SPECIAL CONSULTANTS

A. Complete a Pre-Authorization for Special Consultant Form with the ‘hiring’ department & review requirements on this form.

To ensure the integrity of the process and to avoid subjecting the University to inappropriate liability, an individual shall not begin work until the Pre-Authorization for Special Consultant Pay Form has been approved by both ‘hiring’ department and ‘hiring’ Dean. The ‘hiring’ department will be responsible for filling out the Pre-Authorization for Special Consultant Form before the services are performed. Once the work is performed the hiring department will submit the original Pre-Authorization for Special Consultant Form and the Faculty Special Consultant Payment Request Form together.

B. If the individual is new to SSU they must also attach a current resume as supporting documentation that the individual is qualified to perform the work indicated.

Individuals hired as Special Consultants who are new to SSU or returning after a break in service of one year or more, must complete the sign-in process in Human Resources on or before the effective date of the Special Consultant appointment. No payment will be issued until the sign-in process has been completed.

IV. PAYMENT OF SPECIAL CONSULTANTS

Submit the Special Consultant Pay Request Form to Faculty Affairs at the end of each pay period or upon completion of the Special Consultant assignment, whichever occurs first. Separate Special Consultant Pay Request Forms will be required for each pay period covered by a Pre-Authorization for Special Consultant Form.

In the event the assignment described on the Pre-Authorization for Special Consultant Form is not completed or is not completed, the University reserves the right to cancel the appointment (and all payment) or to reduce the total number of days for which payment will be made.

V. SPECIAL CONSULTANT APPOINTMENT CHANGES

Once a Pre-Authorization for Special Consultant Form has been approved, substantial changes in the assignment, any changes in the daily salary rate, or an increase in the total number of days authorized will require submission of a revised Pre-Authorization for Special Consultant Form to Faculty Affairs.
Instructions and Notes about Completing the Intermittent Faculty-Related Appointment Form

This form is used to establish temporary, intermittent appointments as faculty-related Special Consultants. Submit the completed form to Faculty Affairs. Forms are due by the 20th of each month. If the individual named is not already a University employee, he/she will need to enclose a curriculum vitae or resume which shows name, address, phone number, education and work experience as well as complete an employee sign-up through Employee Services. If you have any questions regarding this form, call Faculty Affairs at 664-2192.

Please enter as much information as you can. If you are unsure about what to put in any of the fields, please call Faculty Affairs for assistance. X4-2192

Employee Name: Enter employee name as it appears in PeopleSoft or on the employee's Social Security Card

Employee ID: Enter employee’s PeopleSoft identification number. (Not applicable for new employees)

Appointment Keyword: A unique keyword is required for each project/job assignment. Use the following number convention: FSCPR followed by your CFS department ID code, a hyphen and a three digit sequential number of your choosing. (e.g. FSCPR1000-123)

Pay Period: Enter month and year in which work was performed.

Daily Rate: Currently the minimum daily rate is $91.00; the maximum is $1,250.00.

Total Days Worked: Make sure that the total FTEs does not exceed 125% workload. Full time is 22 days per month. 25% overload for a full-time faculty is 5 days.

Hiring Department Name: Enter name of the hiring department

Hiring Department Number: Enter 4-digit number of hiring department

Payroll Unit: Enter 3-digit payroll unit number of the employee’s “home” department.

Special Consultant Record No.: Enter the record number of the employee’s Special Consultant position associated with this voucher. If you don’t know what it is, leave it blank and Faculty Affairs will fill it in.

PeopleSoft Position Number: Enter 8-digit Special Consultant position number. Special Consultant job code is 4660; enter the position number which corresponds with this job code.

Name & Phone # of person completing form: Please type in the name of the person completing the form so if we have any questions, we’ll know who to contact.

Faculty Affairs 9/1/2016
Distribution of Labor Cost: Use Account # 601100 if using QA funds. Use only SOCMP funds.

Review and Approval: Make sure all required signatures are on the form (including the employee’s signature) before sending it to Faculty Affairs. Signatures must be original. Electronic signatures and/or copies of original signatures are not accepted.

**Appropriate Special Consultant or additional employment work for Tenure/Tenure-Track or Full Time Temporary Faculty**
1. Academic Consultants to grants
2. Completion of extraordinary curricular studies or academic program development
3. Extended Education appointment (not General Fund money)
4. Work during intersession or the summer
5. Evaluation of students not in own discipline (WEPT/EPT/ELM/BCLAD)
6. Work outside the academic year required by the university (e.g., summer hiring committees)
7. For temporary faculty, significant extra duties outside the assignment (e.g., advising during summer, guest lectures in classes)

**Inappropriate Special Consultant or additional employment work during AY for Tenure/Tenure-Track or Full Time Temporary Faculty**
1. Curricular/Course development
2. Advising
3. General Fund funded research
4. Program Coordination
5. Committee Work

**Appropriate Special Consultant or additional employment work for Part Time Temporary Faculty**
1. Any non-classroom work other than office hours and/or course/class preparation
2. Program Coordination
3. Extended Education appointment (not General Fund money)
4. Work during intersession or the summer as long as it is faculty work

**25% Overload in Appointment (CBA Article 36.5)**
Total FTES should not exceed 125% workload. Full-time workload is 22 days per month. Full-time faculty may work an additional 5 days per month.
1. Funding for the 25% overage has to be differently funded from their base job OR
2. Job duties are significantly different than their base job

**Important Cautions**
1. FERPers cannot have any additional appointments if they are at their full 50% time base.
2. MPP (Admin 1,2,3,4) are not allowed to do Special Consultant work.
3. Student employee positions cannot do special consultant work.
4. Checks are cut on the 15th of each month and are sent to Seawolf Services, unless they have direct deposit or they request that their check be mailed to them.
5. If the employee wants their check mailed to them, they must attach a self-addressed, postage-paid stamped envelope.

Faculty Affairs 9/1/2016