

The following policy is applicable to individuals classified as Faculty Special Consultants (Class Code 4660) only.

Scope

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

The Faculty 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 Faculty Special Consultant process should be avoided when regulations and the situation permit in favor of:

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

Faculty Special Consultants maybe eligible for workers compensation insurance and unemployment insurance. Faculty 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.

Definitions

FACULTY 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 Faculty Special Consultants only if no other appropriate CSU classification is available. Faculty 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 Faculty 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 time base (Article 36.5).

Appropriate Special Consultant Appointment work for Part-Time Faculty includes:

- Academic Consultants to grants.
- Completion of extraordinary curricular studies or academic program development.
- Work during intersession or the summer.
- Evaluation of students not in own discipline (WEPT/EPT/ELM/BCLAD).
- Work outside the academic year required by the university (e.g., summer hiring committees).
- Extra duties including advising during summer and guest lectures in classes.
- Any non-classroom work other than office hours and/or course/class preparation.
- Program Coordination.

Part-Time Faculty may not be appointed as a Faculty Special Consultant for additional units of teaching.

Total FTES may not exceed 125% workload per (CBA Article 36.5).

Important Cautions

- Faculty in FERP may not have additional appointments if they are at their full 50% time base.
- MPP (Admin 1, 2, 3, and 4) and Student Employee Positions are not allowed to do Faculty Special Consultant work.
- Checks are issued on the 15th of each month and are sent to Seawolf Services. Checks will either be distributed by direct deposit, picked up from Seawolf Service, or mailed; depending on the employee's preference.