

Processing Guidelines For Faculty Additional Employment

Is this Faculty Member currently a full-time employee at the University?

YES

WHEN a Faculty Member currently holds Full-Time Employment at SSU
Proceed as follows:

IF this appointment is for a special project during the academic year AND is less than the complete semester OR a special project during a semester break:

Complete the [Additional Employment For Full-Time Faculty - Partial Semester Assignment Form](#) as specified in the instructions.

Once completed submit to the Faculty Affairs Administrative Support Specialist

IF this appointment is for a special project spanning a full-semester for a pre-determined time base (not to exceed 25%).

Complete the [Additional Employment For Full-Time Faculty - Full Semester Assignment Form](#) or [Summer Assignment Form](#) as specified in the instructions.

Once completed submit to the Faculty Affairs Temporary Faculty Employment Specialist

NO

WHEN a Faculty Member is not a full-time employee at SSU
Proceed as follows:

FIRST, A [Pre-Authorization for Faculty Consultant Appointments](#) form must be completed and submitted to Faculty Affairs a minimum of 10 days prior to the beginning of the assignment.

Once completed submit to the Faculty Affairs Administrative Support Specialist

Upon approval of the [Pre-Authorization for Faculty Special Consultant Appointments](#) a *AUTHORIZATION NUMBER* will be issued to be included on the payment voucher.

PRIOR to the 20th of each month that work is performed complete the [Faculty Special Consultant Payment Voucher](#) as specified in the instructions.

Once completed submit to the Faculty Affairs Administrative Support Specialist