California State University
Northridge

Office of Faculty Affairs

January 23, 2015

Subject: Reporting Outside Employment

Article 35.3 of the CSU-CFA Collective Bargaining Agreement (CBA) now in effect ***requires*** that all *full-time faculty unit members* shall 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.

When a full-time faculty member expects to work more than the hours referenced above, the faculty member **shall** submit an **Outside Employment Disclosure Form** to the faculty member's College Dean. A copy of the form (Appendix H in the CBA) is attached and may also be found on the Faculty Affairs website at: http://www.csun.edu/sites/default/files/appendix-h.pdf
The deadline for submission of the form for the Spring, 2015 semester is:

(a) **Friday, February 13, 2015** for faculty holding academic year or ten (10) month appointments, or

(b) quarterly on July 1, October 1, January 1, and April 1 of each year for faculty holding twelve (12) month appointments.

Completed forms should be maintained in the Dean's Office. Faculty who do not expect to work the hours referenced above do not need to submit an Outside Employment Disclosure Form.

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

If you have any questions, please contact the Office of Faculty Affairs (x2962).

Sincerely,

William C. Whiting

William C. Whiting
Associate Vice President for Faculty Affairs

APPENDIX H

Outside Employment Disclosure Form:

This form is to be completed within 30 days of the commencement of each semester/quarter/3 month period as appropriate by full-time faculty to ensure compliance with Article 35 of the CSU/CFA CBA. Article 35 of the CBA requires that

> **" .all full-time faculty unit members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than**
>
> > **(i) 160 hours per semester for faculty holding academic year or 10 month appointments at a semester campus.**
> > **(ii) 110 hours per quarter for faculty holding academic year or 10 month appointments at a quarter campus.**
> > **(iii) 120 hours per 3 month period for faculty holding 12 month appointments.**
>
> **Written statements shall be provided to the appropriate administrator within 30 days of the commencement of the semester, quarter, or three (3) month period during which the outside employment is to be undertaken. For faculty holding twelve (12) month appointments the quarter dates for the purposes of reporting shall be July 1; October 1; January 1; and April 1."**

Name: Department:

☐ 12 Month Appointment ☐ 10 Month Appointment ☐ AY Appointment

	Nature of Outside Employment Held	Hours
1		
2		

Signed..... Dated.....

☐ Continuation Sheet Attached