



Restrictions on Total Employment for Part-Time Instructional Personnel

Office of Faculty Affairs

Lecturers, Teaching Associates, Graduate Assistants & Instructional Student Assistants

The Unit-3 Faculty Collective Bargaining Agreement (Article 36) and the CSU System-Wide Additional Employment Policy (HR 2002-05) limit total employment in the California State University system to a total of 125%.

The 25% overage allowed (an average of 10 hours per week or 3.75 units per semester) is calculated as a percentage of a full-time workload (40 hours per week or 15 units) or, when appropriate, time base (.25). It is not calculated as a percentage of full-time salary.

The limitations apply to work performed for any CSU campus and for any CSU auxiliary organization such as the University Corporation, the Foundation/University Advancement, Extended Learning, and grants and contracts administered by CSU auxiliary organizations. Work performed as a Special Consultant is also counted as part of an individual's total workload.

Unit-3 Faculty (Lecturers, Coaches, Librarians, Tenure-Track faculty, Counseling faculty, and others represented by the Unit-3 Faculty Collective Bargaining Agreement) are allowed an overage of 25% of a full-time position only if the overage employment meets one or more of the following criteria:

- (a) consists of employment of a **substantially different nature** from the primary or normal employment; **OR**
- (b) is funded from non-general fund sources; **OR**
- (c) is the result of the accrual of part-time employment **on more than one campus.**

NOTE: Part-time faculty may be employed up to 18.75 units as a Lecturer **only if the work is split between two or more CSU campuses.** Otherwise, they are restricted to a total of 15 units of teaching, even if the units are in two different departments on the same campus. However, they may work the additional 25% overage in a position that is substantially different from their Lecturer position.

Unit-11 Academic Student Employees (Teaching Associates, Graduate Assistants and Instructional Student Assistants) appointments are governed by CSU policy (HR/Appointment 2005-01). ASE's may not be appointed concurrently in a non-student classification (Lecturer, Special Consultant, Substitute, Staff, etc.) and are restricted to the following limits of total employment.

Teaching Associates TAs can be appointed to any time base up to full-time (40 hours per week). However, a TA who **also** holds a GA or ISA appointment (or a non-represented Student Assistant Appointment) can only be appointed up to a combined 20 hours per week.

Graduate Assistants and **Instructional Student Assistants** are limited to a maximum of 20 hours per week of total employment while enrolled in classes and up to 40 hours during academic breaks. Those who are employed for 20 hours per week may not accept any additional CSU employment during the academic year. Graduate Assistants employed for fewer than 20 hours per week may be appointed concurrently in another student classification (TA, GA, ISA), but only if the total employment does not exceed 20 hours per week.

It is your obligation not to accept employment that exceeds the limitations set forth above. If you accept employment that causes you to exceed the workload limitations, you may be required to resign from one or more positions. All Instructional Personnel are required to submit a Total Employment Disclosure Form at the start of each academic term. Faculty may begin working on an Additional Pay project when the Pre-Authorization has been approved at all levels at CSUN. Working on the project without an approved Pre-Authorization is not allowed.