

Greetings, Faculty Members!

Below are some common questions and answers to guide you through the process.

Q: Who needs to submit the Total Instructional Employment Disclosure form?

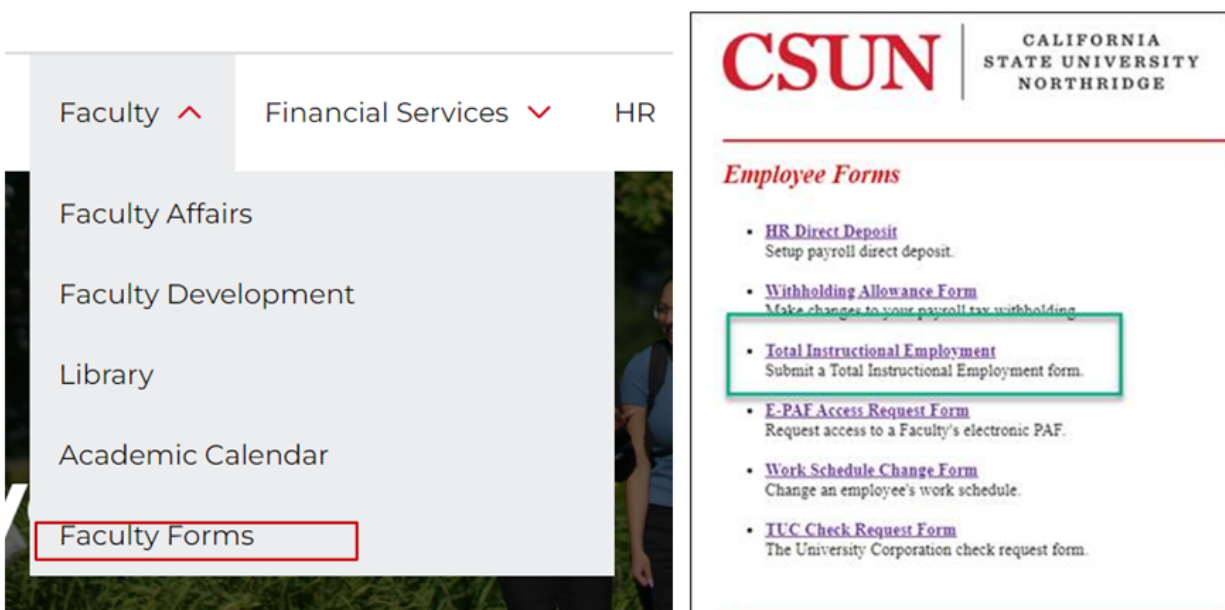
A: All faculty members and Academic Student Employees (TAs, GAs, and ISAs) with an active appointment at CSUN for the upcoming Spring 2024 semester.

Q: When is the deadline to submit the form?

A: The form is due **prior to the first day of instruction**, so we appreciate your filling out the form promptly!

Q: How do I submit the form online?

A: Log into the the [CSUN myNorthridge Portal](#) → select "Faculty," then "Faculty Forms" → then select "Total Instructional Employment" to open the form.



Q: What information do I need to fill out on the form?

A: List your instructional workload and appointments for Spring 2024 at CSUN. Be sure to include units/hours per week and duration. Also, list **any additional instructional work at other CSUs**.

Q: Who can help if I have questions about my work assignments?

A: Contact your Department Chair/Supervisor for specifics on your units/hours.

Q: What should I do after submitting the form?

A: Check the email confirmation you receive to ensure all information entered is accurate.

Q: Do I need to submit the form if I do NOT have an active faculty appointment for Spring 2024?

A: No, you only need to submit the form if you have an active faculty appointment.

Q: What browser should I use to submit the form?

A: Google Chrome is recommended. Make sure to [clear your cache](#) so the form loads correctly.

Q: Help! The form is not showing up for me!

A: Make sure you have been officially hired for your position for Spring 2024 and entered into PeopleSoft!

- Please check with your supervisor to **make sure you have been formally hired!** Your supervisor can confirm with HR that the process has been completed.
- Then, please try accessing the form again using Google Chrome. (Make sure to [clear your cache](#) so the form loads correctly).

Q: I'm a tenure-track faculty member. How should I fill out my units?

A: List 15 units each semester regardless of release/reassigned time. Add any additional work separately.

Q: How should non-instructional employees (Coach, Counselor...) submit the form?

A: Please follow these steps:

- On the form, answer “Yes” to the first question of the form, “Do you have any existing CSUN Instructional Appointments?” and submit (0) hours.
- Then, submit your appointment in the “CSUN Non-Instructional Appointments.” It is best to submit your appointment by **hours per week**. A full-time appointment is 40 hours/week.

Q: What if I'm on leave or in the Faculty Early Retirement Program (FERP)?

A: Still submit the form with your normal appointment for this semester.

Q: Who do I contact if I have questions?

A: Contact Kimberly Posin in the Office of Faculty Affairs at kimberly.posin@csun.edu.