

Date: August 5, 2020
To: Department Chairs
Subject: Reporting Outside Employment

Article 35.3 of the CSU-CFA Collective Bargaining Agreement (CBA) *requires* that all *full-time faculty unit members* 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 G in the CBA) is attached and may also be found at the website: <https://www.csun.edu/faculty-affairs/forms>

The deadline for submission of the form for the Fall 2020 semester is:

- (a) **Thursday, September 17, 2020** for faculty holding academic year or ten (10) month appointments, or
- (b) Quarterly on October 1, January 1, April 1, and July 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,



Diane J. Guido, Ph.D., MBA
Associate Vice President for Faculty Affairs

cc: Deans
Deans Assistants