

Faculty Outside Employment Reporting

Outside employment is any employment outside the CSU system and auxiliaries. Expectations for outside employment are outlined in [Article 35](#) of the Unit 3 CBA. While there is no contractual limit on outside employment, all **full-time** faculty (tenure line and "temporary") are expected to avoid conflicts with normal work assignments and avoid engaging in outside employment that could interfere with satisfactory performance of normal work assignments and duties.

All full-time Unit 3 employees (tenure line, lecturers, librarians, counselors, and coaches) are contractually required to report all outside employment exceeding the amounts stated here.

- Academic year or ten-month full-time appointments, employment which will amount to more than 160 hours per semester.
- 12-month full-time, employment which will amount to 120 hours per three-month period as defined by quarterly term dates of July 1, October 1, January 1, and April 1.

At the start of each semester, UP - FS distributes the reporting form to all full-time Unit 3 employees to promote compliance with the contract provision. The ["outside employment disclosure form" is in Appendix G of the CBA](#). Faculty with outside employment meeting standards above shall send the form within 30 days of the beginning of a term to:

1. Their appropriate administrator or Dean (cc Chair/Director), and
2. UP - FS

Appropriate administrators may also request this information of the employee if there is a compliance concern. Outside employment forms are added to the faculty member's PAF.

Nota Bene: Outside employment is not to be confused with ["additional employment,"](#) which is outlined in [Article 36](#) of the Unit 3 CBA. The 125% limitations on additional employment are separate from outside employment.

Outside Employment Disclosure Form for Full-Time Faculty

This form is to be completed within 30 days of the commencement of each semester or three-month period 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. 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 or three-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

Outside Employment

	Employment Description	Hours
1		
2		
3		

Continuation Sheet Attached

Signed: _____ Dated: _____