



Request for Personnel Action (RPA) Faculty - Unit 3 (CFA)

SECTION I: EMPLOYEE and DEPARTMENT INFORMATION (Required for "All" Positions)

Employee or Proposed Hire (Last, First, MI):	Proposed Start Date:	Proposed End Date:
Department Name:	Department Number:	Is the Proposed Hire a Current CSU Employee? <input type="checkbox"/> No <input type="checkbox"/> Yes, Campus Name:

SECTION II: ACTION DETAILS/PURPOSE (Check all the apply)

<input type="checkbox"/> Hire Status <input type="checkbox"/> New Hire (Internal) <input type="checkbox"/> New Hire (External) <input type="checkbox"/> Rehire/Renewal <input type="checkbox"/> Emergency Hire			
<input type="checkbox"/> Pay	<input type="checkbox"/> Monthly Full-Time Base Rate:	<input type="checkbox"/> Daily Rate:	<input type="checkbox"/> Hourly/Unit Rate:
<input type="checkbox"/> Pay Rate Change	<input type="checkbox"/> Class/Range: From: _____ / _____ To: _____ / _____ <input type="checkbox"/> Time-base Increase/Decrease: From: _____ TB To: _____ TB	<input type="checkbox"/> Old Salary:	<input type="checkbox"/> New Salary:

SECTION III: CALENDAR (I.E. PAY PLAN)

Academic Year
 Cruise
 Cruise-Adjunct
 12-Mos
 11-Mos
 10-Mos
 Summer (non-cruise)
 Intermittent Pay

SECTION IV: APPOINTMENT CLASSIFICATION/CHANGES

<input type="checkbox"/> Tenure-Track/Tenure	Job Classification Title:	<input type="checkbox"/> Instructional Faculty: Class _____ Range _____ (2) Inst AY; (3) Asst Professor; (4) Assoc Professor; (5) Professor <input type="checkbox"/> Instructional Faculty (MVI): Class _____ Range _____ <input type="checkbox"/> Department Chair: Class _____ Range _____ <input type="checkbox"/> Librarian: Class _____ Range _____
<input type="checkbox"/> Temporary Faculty	Job Classification Title:	<input type="checkbox"/> Lecturer: Class _____ Range _____ <input type="checkbox"/> Maritime Vocational Lecturer: Class _____ Range _____ <input type="checkbox"/> SSP AR: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III Class _____ Range _____ <input type="checkbox"/> Coach: Class _____ <input type="checkbox"/> Assistant Coach: Class _____
<input type="checkbox"/> Intermittent Pay/ Immediate Pay	Job Grade/Range:	<input type="checkbox"/> Class 2322 (Master's Program, Instructional. Faculty SP-Credit), Range: _____ (3) Asst. Professor; (4) Assoc. Professor; (5) Professor <input type="checkbox"/> Class 2363 (Sponsored Project & Extended Learning, Instructional. Faculty non Credit) *Description of Duties/ Class/Course. See Section V* <input type="checkbox"/> Class 4660 Special Consultant-Daily <input type="checkbox"/> Other: _____ Range: _____
<input type="checkbox"/> Additional Employment	Job Classification:	<input type="checkbox"/> FT Faculty Additional Employment (Class 2403) At Maritime, this classification is primarily used to pay Lecturers for the 16th unit and Tenure Track up to 25% of a full-time position <input type="checkbox"/> Lecturer 12 Mos (Class 2359) Range _____ <input type="checkbox"/> Vocational Lecturer 12 Mos (Class 0393) Range _____

SECTION V: TEMPORARY FACULTY WORKLOAD/COURSE INFORMATION

Department Use Only:				
Course Number & Name	# Sections	Unit Value	Total WTU	Total WTUs: Total FTEs: Fraction: _____ / _____
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> TBD <input type="checkbox"/> Summer <input type="checkbox"/> Cruise				
JOB CODE 2363 DESCRIPTION OF DUTIES:				Entitlement Type: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 3 yrs. Entitlement Yr: ___ of _____

Justification For Hire:

SECTION VI: ADMINISTRATIVE/FISCAL APPROVALS (REQUIRED) Print and Sign Your Name

Dept. Chair /Director/Manager Signature:	Date:
Human Resources Signature:	Date:
Administrator/Academic Dean Signature:	Date:
Budget Coordinator (Academic Affairs) Signature:	Date:
Executive Dean of Academic Affairs Signature:	Date:
Budget Signature:	Date:
President's Signature:	Date:

FACULTY EMPLOYMENT FOR WHICH THIS FORM IS APPROPRIATE:

1. Complete the form
2. Include attachments as needed
3. Obtain all required signatures before forwarding your RPA to Human Resources
4. INCOMPLETE and UNSIGNED RPAs WILL BE RETURNED

COMPLETE FORM FIELDS AS FOLLOWS:

SECTION I EMPLOYEE AND DEPARTMENT INFORMATION	Employee: List the employee or proposed hires name Proposed Start Date: First day of the appointment Proposed End Date: Last day of Employment (i.e. AY end date, last day of semester/AY) Department Name and Department Number which corresponds with the data in People Soft Check if hire is working at another campus and identify the Campus
SECTION II ACTION DETAILS/PURPOSE	Type of Hire: Check the appropriate type of Hire Pay: List the full-time monthly base, Daily, or Hourly salary rate Pay Rate Change: Identify type of change Enter Old and New salary rate Old & New Salary: Indicate Old Salary Rate and New Salary Rate NOTE: Part-time appointment salaries will be prorated using the full-time <u>monthly</u> base compensation rate.
SECTION III CALENDAR (PAY PLAN)	<u>CALENDAR</u> : Check the appropriate calendar type. NOTE: <u>Academic Year</u> = Start/End of Semester; <u>Cruise</u> = Academic Year Cruise Position; <u>Cruise Adjunct</u> = Temp for 2-month Cruise only; <u>12-month, 11 months, 10 months</u> = does not work year-round; <u>Summer</u> = May through August (non-cruise); <u>Intermittent Pay</u> = Pay using Unit or Hourly rate
SECTION IV APPOINTMENT CLASSIFICATION AND/OR CHANGES	<u>TENURE/TENURE TRACK</u> : Check and indicate the appropriate Classification and Range <u>TEMPORARY FACULTY</u> : Check and indicate the appropriate Classification & Range <u>INTERMITTENT PAY</u> : Check and indicate the appropriate Classification. For Class 2322 must check the appropriate range/grade box <u>ADDITIONAL EMPLOYMENT</u> : Check and indicate the appropriate Classification and Range (except for Class 2403)
SECTION V TEMPORARY FACULTY WORKLOAD & COURSE INFORMATION	Check the appropriate appointment duration <ul style="list-style-type: none"> • If the position is for the full academic year check both the Fall and Spring Boxes. The "TBD" box for the Spring Semester. • List the a) course number and name; b) # of sections being taught; c) the unit value per course; and d) the total number of WTUs for each course number (Sections x Unit Value) = WTUs For Department Use Only: <ul style="list-style-type: none"> • Indicate Total WTU & FTEs, Indicate Total • Fraction If qualify, indicate Entitlement Type and track Justification For Hire
SECTION VI ADMINISTRATIVE/FISCAL APPROVALS	RPAs require signature approvals from Department Chairs, Administrator/Academic Dean, Human Resources, Academic Affairs Budget Coordinator, Executive Dean of Academic Affairs, Budget, University Affairs (approver) and The President. Note: Department Chairs must sign only for faculty teaching in their own department.
SECTION VII HUMAN RESOURCES ONLY	For Human Resources Only – no action required

RESOURCES:

LINK	DESCRIPTION
HUMAN RESOURCES EMPLOYMENT SERVICES	Link to Human Recruitment and Selection Forms
CFA Contract	Link to CFA and other Bargaining Union Agreements
CSU SALARY SCHEDULE	Link to CSU Salary Schedule for all classifications