



**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"/> Old Salary:	<input type="checkbox"/> New Salary:	
	<input type="checkbox"/> Time-base Increase/Decrease: From: _____ TB To: _____ TB			

**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	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) <input type="checkbox"/> Class 4660 Special Consultant-E <input type="checkbox"/> Class 8379 Special Consultant - NE
<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**

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

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

Human Resources Signature:		Date:
Dept. Chair /Director/Manager Signature:		Date:
Administrator/Academic Dean Signature:		Date:
Budget Coordinator (Academic Affairs) Signature:		Date:
Provost/VP Signature:		Date:
Budget Officer Signature:		Date:
President's Signature: (Required for all Tenure-Track Positions)		Date:

**SECTION VII: HUMAN RESOURCES USE ONLY**

Effective Date: _____ Time Base: _____	Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ACA <input type="checkbox"/> N/A	Retired Annuitant Code: _____ <input type="checkbox"/> CalPERS <input type="checkbox"/> PST <input type="checkbox"/> N/A
Base Monthly Salary: \$ _____ .00 / Actual Mo. Sal: \$ _____ .00	Signature Chief Human Resources Officer	Processed By: _____ Date Submitted to Payroll: _____

**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:**

<b>SECTION I EMPLOYEE AND DEPARTMENT INFORMATION</b>	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
<b>SECTION II ACTION DETAILS/PURPOSE</b>	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.
<b>SECTION III CALENDAR (PAY PLAN)</b>	<b>CALENDAR:</b> 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</u> , <u>11 months</u> , <u>10 months</u> = does not work year-round; <u>Summer</u> = May through August (non-cruise); <u>Intermittent Pay</u> = Pay using Daily, Unit or Hourly rate
<b>SECTION IV APPOINTMENT CLASSIFICATION AND/OR CHANGES</b>	<b>TENURE/TENURE TRACK:</b> Check and indicate the appropriate Classification and Range <b>TEMPORARY FACULTY:</b> Check and indicate the appropriate Classification & Range <b>INTERMITTENT PAY:</b> Check and indicate the appropriate Classification. For Class 2322 must check the appropriate range/grade box <b>ADDITIONAL EMPLOYMENT:</b> Check and indicate the appropriate Classification and Range (except for Class 2403)
<b>SECTION V TEMPORARY FACULTY WORKLOAD &amp; COURSE INFORMATION</b>	Check the appropriate appointment duration 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: Indicate Total WTU & FTEs, Indicate Total Fraction If qualify, indicate Entitlement Type and track
<b>SECTION VI ADMINISTRATIVE/FISCAL APPROVALS</b>	RPAs require signature approvals from Department Chairs, Administrator/Academic Dean, Budget Academic Affairs Budget Coordinator, Provost/VP, and Budget Officer. The President's Signature is required on all Tenure Track Job Openings/Hires and FERP appointments. Note: Department Chairs must sign only for faculty teaching in their own department.
<b>SECTION VII HUMAN RESOURCES ONLY</b>	For Human Resources Only - no action required

**RESOURCES:**

LINK	DESCRIPTION
<a href="#"><u>HUMAN RESOURCES EMPLOYMENT SERVICES</u></a>	Link to Human Recruitment and Selection Forms
<a href="#"><u>CFA Contract</u></a>	Link to CFA and other Bargaining Union Agreements
<a href="#"><u>CSU SALARY SCHEDULE</u></a>	Link to CSU Salary Schedule for all classifications