



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 that 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	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 4662 Special Consultant-Hourly <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

<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.		
				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:



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SECTION VII: HUMAN RESOURCES USE ONLY		Job Bulletin / REQ # _____	
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 AVP of HRSRM, Diversity & Inclusion and Administration		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:

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)	CALENDAR: 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 Unit or Hourly rate
SECTION IV APPOINTMENT CLASSIFICATION AND/OR CHANGES	TENURE/TENURE TRACK: Check and indicate the appropriate Classification and Range TEMPORARY FACULTY: Check and indicate the appropriate Classification & Range INTERMITTENT PAY: Check and indicate the appropriate Classification. For Class 2322 must check the appropriate range/grade box ADDITIONAL EMPLOYMENT: 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
<u>HUMAN RESOURCES EMPLOYMENT SERVICES</u>	Link to Human Recruitment and Selection Forms
<u>CFA Contract</u>	Link to CFA and other Bargaining Union Agreements
<u>CSU SALARY SCHEDULE</u>	Link to CSU Salary Schedule for all classifications