



# 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 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) <b>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</b> <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:	_____
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> TBD <input type="checkbox"/> Summer <input type="checkbox"/> Cruise					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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Faculty - Unit 3 (CFA)**

<b>SECTION VII: HUMAN RESOURCES USE ONLY</b>		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		Chief of Human Resources Officer Signature: _____	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 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 <ul style="list-style-type: none"> <li>If the position is for the full academic year check both the Fall and Spring Boxes. The "TBD" box for the Spring Semester.</li> <li>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</li> </ul> Department Use Only: <ul style="list-style-type: none"> <li>Indicate Total Wtu &amp; FTEs, Indicate Total</li> <li>Fraction If qualify, indicate Entitlement Type and track</li> </ul> Justification For Hire
<b>SECTION VI ADMINISTRATIVE/FISCAL APPROVALS</b>	RPAs require signature approvals from Department Chairs, Administrator/Academic Dean, Human Resources, Academic Affairs Budget Coordinator, Executive Dean of Academic Affairs, Budget, University Affairs ( <b>approver</b> ) and The President. 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