



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Human Resources, Diversity and Inclusion

Employment Services, Academic Related

P.O. Box 6806, Fullerton, CA 92834-6806 / Tel 657-278-2425 / Fax 657-278-7188

SUBSTITUTE FACULTY APPOINTMENT FOR SHORT DURATION (20 days or fewer)

Name: _____ SSN: _____ CWID: _____

Position Number for Substitute Assignment: 242- -2356-912 CMS Position Number: _____

Effective Date: _____ Projected End Date (not to exceed 20 days): _____

Work location:
(Building and room number) _____

Currently Employed at CSUF: Yes No

If currently employed at CSUF, Teaching Load (WTUs) before substitute assignment: _____

Compensation Range/Rate:

Ranges shown are in dollars per hour

Range 1-\$62 Lect/\$41 Lab

Range2- \$64 Lect/\$43 Lab

Range 3- \$67 Lect/\$45 Lab

Substitute Assignment Course Number(s): _____

Total Number of Hours (Lecture): _____ Hourly Rate*: \$ _____ Compensation: (hours x rate) \$ _____

Total Number of Hours (Lab/Activity): _____ Hourly Rate*: \$ _____ Compensation: (hours x rate) \$ _____

Total Estimated Compensation: \$ _____

*Refer to current salary schedule for Class Code 2356, Substitute Instructional Faculty. Rates differ for each task.

Name of faculty requiring substitute Reason

(If reason is other than illness, please attach an explanation.)

Additional Comments:

Note: In order for a substitute faculty member to be paid, a positive attendance report must be completed showing the actual hours worked in each pay period. It must be submitted separately from other attendance forms to Payroll, Benefits, and Retirement Services no later than the day following the end of the pay period. For appointments spanning over multiple pay periods, a separate attendance report must be filed for each pay period. Payment is normally made on the 15th of the month following processing of the appointment.

Recommended by:

Department Chair: _____
Signature Date

College Dean: _____
Signature Date

Forward to Human Resources, Employment Services (CP – 700). Please do not obtain faculty signature until Human Resources has reviewed the offer.

Reviewed by:

HR Employment Services, Academic _____
Related: Signature Date

Faculty Signature: _____
I accept the appointment as specified above. Date