

July 29, 2016

To: Academic Affairs Administrators

From: Dan Wakelee, Interim Provost and Vice President for Academic Affairs

Re: Procedure for MPP Administrator Teaching Assignments

This procedure is intended to clarify the interpretation and implementation at CI of the CSU policy on Additional Employment (the 125% rule) and to clarify whether extra compensation for teaching by MPP administrators is appropriate. HR 2002-05 states that *each campus* is responsible for developing appropriate guidelines for implementing a policy and/or developing procedures for approval and monitoring of additional employment. Additional employment may be denied and/or restricted by the campus President or designee. Teaching faculty are governed by the Collective Bargaining Agreement for Unit 3. Article 12 specifies the order of assignment for temporary work, including volunteers. The campus practice has been that administrators do not *displace* faculty but may volunteer to teach a class without compensation.

Philosophy: The responsibilities of administrators (MPPs) typically include a full-time commitment to the University. Compensation for teaching duties should be provided through released time from regular duties and payment as a part of the individual's regular salary as these activities would normally occur within the parameters of the normal work week as defined by the Management Plan. Similarly, teaching in settings offered through Extended University may be performed as part of the Administrator's assignment.

Procedure:

If an administrator wishes to teach a course during the regular state support term, s/he consults with his/her supervisor prior to accepting a teaching assignment. Such an assignment should not have an impact on the order of assignment of Unit 3 faculty as stipulated in the CBA nor should it have a negative impact on the administrator's primary duties. S/he will not receive additional compensation irrespective of whether the teaching occurs on state side or through extended university.

If an administrator wishes to teach a course for Extended University, s/he consults with his/her supervisor prior to accepting a teaching assignment. As is the case for teaching state-support courses, an administrator may teach as part of his/her assignment, or on a voluntary basis, but without additional monetary compensation. S/he will not receive additional compensation irrespective of whether the teaching occurs on state side or through extended university.

This replaces the Memo from Dawn Neuman dated December 23, 2008 (revised May 18, 2011)