

State of California
Memorandum

CAL POLY
SAN LUIS OBISPO

To: College Deans and
Department Chairs/Heads

Date: September 16, 2013

From: Kathleen Enz Finken *KEF*
Provost and Executive Vice President for
Academic Affairs

Copies: Associate Deans
College Analysts
Al Liddicoat

Al Liddicoat *aaL*
Associate Vice Provost, Academic Personnel

Subject: Special Consultant Policy and Appointment/Agreement Form (SC100)

As a follow-up to our discussions in deans' retreats over the summer, this is to formally disseminate the new Special Consultant Appointment and Agreement form (SC 100) which is available at <http://www.academic-personnel.calpoly.edu/content/forms>. We would appreciate your assistance in communicating this information widely with the intent to utilize the new form for any Special Consultant appointments beginning Fall 2013 and thereafter. Please announce this new process in appropriate venues during college and department retreats and meetings.

Special Consultant appointments for faculty employees must comply with CSU policy, Cal Poly guidelines, and the Unit 3 collective bargaining contract. CSU additional employment policies permit current CSU employees to receive additional appointments for compensation ONLY if those duties are of a "substantially different nature" than the primary assignment. This is interpreted to exclude instructional faculty from holding additional assignments as Special Consultants to perform course development, teaching, grant-writing, research, or service to the University, unless those duties are performed in a non-work quarter. Special Consultants are state-funded assignments.

Department Chairs/Heads, please note the following considerations regarding Special Consultant appointments (these are referenced on the new form but in less detail):

1. Any additional appointments for additional compensation must be approved in advance of the commencement of work. A minimum of 15 days' advance notice of the appointment must be provided to Academic Personnel to review and obtain my approval before the start date of the appointment. During the implementation period (Fall 2013) some flexibility may be necessary, however, it is expected that no Special Consultant will begin work before being issued an approved SC100. By Winter 2014, full compliance with the 15 day advance notice requirement will be expected. Departments will need to plan carefully and communicate this information thoroughly with faculty to avoid the current practice of appointment documentation being submitted along with pay documentation after the completion of the assignment; this will no longer be permitted. After the appointment is fully approved, Academic Personnel will send the approved SC100 to the consultant, who is required to sign and return the form to the hiring department before commencement of work. The hiring department is responsible for sending copies of the signed agreement to all copyholders.
2. Special Consultant assignments for academic year employees are normally given for work that is to be conducted during academic breaks, including Summer. Both academic year and 12-month employees are limited to performing work on non-workdays including weekends, holidays, and quarter breaks.

3. Any Special Consultant assignments that require the work to be performed during an academic term (e.g. workshops or presentations intended for faculty participants would require that these occur during the academic term) must be aggregated toward the 25% additional employment limits. Academic Personnel will perform a total employment audit for any such appointments, taking into consideration any additional employment performed for Extended Education and the Cal Poly Corporation. Combined appointments cannot exceed 125% employment for the applicable AY/12-month period.
4. Special Consultants who are not currently employed by Cal Poly must comply with campus employment policies by completing the online application process and by providing evidence of identify and eligibility for employment as described on the SC100 form. It is the hiring department's responsibility to ensure that these requirements are fulfilled before work is commenced.
5. Our expectation is that a thorough and detailed explanation of both the duties and expected outcomes of the Special Consultant appointment be provided, and that a job description be attached where available. Justification for the position should not be repetitive of the duties and outcomes, but should clearly identify why the appointment is "essential to the educational mission of the University." Ideally, this information should be provided by the originator of the appointment (typically the supervisor/department chair). If there are questions about the appointment, the appointment initiator/supervisor will be contacted.

Please ensure that every faculty member in your department is apprised of these requirements and the new Special Consultant Appointment and Agreement form, along with any staff who are involved in processing Special Consultant appointments and/or pay.

Please direct any questions regarding the Special Consultant or additional employment policies, or specific questions regarding completion of the SC100 appointment/agreement form, to Al Liddicoat, AVP, Academic Personnel.