

SUBSTITUTE FACULTY ASSIGNMENT
 Use for paid Substitute Faculty Assignments
 (if not a current employee, attach Curriculum Vita)

CAL POLY HUMBOLDT

Dept: _____

Academic Year: _____

SUBSTITUTE FACULTY ASSIGNMENT

For more information, see Article 20.8 of the CFA/CSU Collective Bargaining Agreement and [HSU Procedures for Substitute Faculty Assignments](#)

- Faculty employees may make informal voluntary (unpaid) substitute arrangements of short duration with an HSU colleague, subject to department chair approval. This form is for paid assignments only - do not fill out if informal arrangements have been made.
- Substitute faculty assignments are limited to temporary replacement of up to 20 days. Contact APS to discuss options for longer duration replacement appointments.
- Substitute assignments should be offered first to current qualified part-time faculty using the Order of Work procedures specified in CBA Article 12.
- Substitute faculty are paid for actual hours worked in the classroom (i.e., contact hours with students) - see HSU procedures for more details.
- Substitute faculty must fill out the monthly HSU Substitute Faculty Time Voucher (PR-42) for pay to be processed.

Name: _____

Address: _____

Email: _____

Home Phone: _____

Business Phone: _____

If currently employed by HSU, current position number:

Agency	Unit	Class	Serial

HSU ID*: _____

* If no HSU ID, Department must create ID using the "Add a Person of Interest (POI)" guide on the APS website

Substituting for: _____

Reason for Substitute Assignment:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Maternity/Paternity Leave Replacement | <input type="checkbox"/> Bereavement |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Jury Duty |
| <input type="checkbox"/> Other: _____ | |

Course(s) Assigned:

Approximate Appointment Dates: _____ through _____
start date end date

Substitute Faculty Range/Rate (check one): Jobcode: 2356

- Range 1 (A) Lect A - Lecture: \$75/hour; Lab: \$51/hour
- Range 2 (B) Asst Prof/Lect B - Lecture: \$77/hour; Lab: \$53/hour
- Range 3 (C) Assoc Prof/Prof/Lect C/Lect D - Lecture: \$81/hour; Lab: \$55/hour

Estimated number of hours: _____ Estimated total payment: _____

CMS Chartfield String:

Acct	Fund	Dept	Program	Class	Project

Department Chair

Chair signature certifies that the Department has complied with the Order of Assignment of Work provisions, Article 12, of the faculty collective bargaining agreement.

signature date

College Dean

- Approved Not Approved

signature date

Academic Personnel Services

(compliance review)

signature date

Distribution: College forwards original to APS for compliance review and processing

APS Distribution: Original to Payroll