

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



Dept: \_\_\_\_\_

Academic Year: \_\_\_\_\_

**SUBSTITUTE FACULTY ASSIGNMENT**

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

- Faculty employees may make informal voluntary (unpaid) substitute arrangements of short duration with an Humboldt 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 Cal Poly Humboldt procedures for more details.
- Substitute faculty must fill out the monthly Substitute Faculty Time Voucher (PR-42) for pay to be processed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

If currently employed by Humboldt, current position number:

Agency	Unit	Class	Serial

Humboldt ID\*: \_\_\_\_\_

\* If no Humboldt ID exists, please contact APS.

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: \$81/hour; Lab: \$56/hour
- Range 2 (B) Asst Prof/Lect B - Lecture: \$83/hour; Lab: \$58/hour
- Range 3 (C) Assoc Prof/Prof/Lect C/Lect D - Lecture: \$87/hour; Lab: \$60/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

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