



## SUBSTITUTE FACULTY APPOINTMENTS

### Appointee Information

Name: \_\_\_\_\_ Social Security No. (new hire)  
**OR** Sac State ID (current employee): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Substituted Faculty Information

Name of faculty being substituted for: \_\_\_\_\_ Sac State ID: \_\_\_\_\_

### Reason for Substitute Assignment (attach any relevant documentation):

- Maternity/Paternity Leave Replacement  
  Bereavement  
  Illness  
  Jury Duty  
  Other: \_\_\_\_\_

### Appointment Information

CMS Position Number	Dept. ID	Job Code	Transaction Effective Dates		Range	Paid Hours <sup>1</sup>	Hourly Rate <sup>2</sup>	Actual Salary
			Start Date	End Date				
		<b>2356</b>	mm/dd/yy	mm/dd/yy				

Course(s) Assigned: (e.g. ECON 101 Intro to Econ - 3.0 units)

<sup>1</sup> Total number of hours the substitute is in the classroom/lab for all class meetings.      <sup>2</sup> See reverse for minimum hourly rates.

➤ **Forward completed Substitute form with all signatures and required attachments to your college's payroll technician:**

- **Attachments:**
- Background check clearance confirmation email from OFA (required)
  - Copy of Absence Management Reporting Screen (required)
  - Substitute's current CV/Resume (required if new hire)
  - Relevant documentation (jury summons, doctor note, etc.)

➤ For questions, please contact the Office of Faculty Affairs at [facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu) or x82913.

APPROVALS:	Name (Please Type or Print)	Signature	Date	Ext.
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Dept. Chair: \_\_\_\_\_

Dean: \_\_\_\_\_



## SUBSTITUTE FACULTY APPOINTMENTS

Substitute Faculty Appointments are temporary replacement assignments intended to cover short-term faculty absences. Use this form for paid assignments only - do not fill out if informal arrangements have been made. Faculty employees considering an informal voluntary (unpaid) substitute arrangement of short duration with a Sac State colleague need to consult with their department chair for approval.

### Duration

- Up to 20 CALENDAR days (e.g., emergency leaves, jury duty, bereavement leaves). Contact OFA for additional appointment information or if the assignment will exceed 20 days.

### Offer of Work

- Substitute assignments should be offered first to current qualified part-time faculty using the Preference for Available Temporary Work procedures specified in CBA Article 12.29.
  - Substitute assignments do not increase the lecturer's entitlement. ○ Substitute assignments are conditional.
  - Substitute assignments may not put a lecturer's workload over 15 WTUs.
- Tenure-track/tenured faculty CANNOT be paid as substitute faculty.

### Pay

- Substitute faculty are paid for actual hours worked in the classroom (i.e., contact hours with students).<sup>1</sup> The hourly rates for Substitute faculty assignments include compensation for normal office hours, grading time, and prep time in relation to the course taught.<sup>2</sup>

<b>Job Code 2356 Ranges/Ranks and Hourly Rates<sup>2</sup> (as of 07/01/2022):</b>	<b>Lecturer Rate<sup>2</sup></b>	<b>Lab Rate<sup>2</sup></b>
1 = Assistant/Instructor (Lect A)	\$85.00	\$59.00
2 = Assistant Professor (Lect B)	\$87.00	\$61.00
3 = Associate Professor or Professor (Lect C/D)	\$91.00	\$63.00

### Requirements

- New Employees must complete their new hire paperwork in **the HR Employment Services Office, Del Norte Hall, Suite 3009**, *within 1 (one) day of appointment*. A list of required documents can be found at <https://www.csus.edu/administration-business-affairs/human-resources/employmentservices/new-employees.html>
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect their employment status. A current CV/resume and transcript of highest degree (If a Sac State graduate, an unofficial printout from CMS will be accepted) are required to initiate the background check.
- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in the California State University Executive Order 1083 as a condition of employment.
- Upon completion of the appointment, substitute will need to follow the existing Absence Management reporting process for faculty. Contact Payroll for additional information.

Resource: [Article 20.8 of the CFA/CSU Collective Bargaining Agreement](#)