

## Department letterhead

This is a sample of a memo that would be used if the appointment was being keyed in advance, before work began. Please note that it will require additional support (see page 2) before payment can be released. Please contact OFA if you have any questions.

### FACULTY ADDITIONAL EMPLOYMENT

James Brown

#### Description of Duties:

Will review appeal documents with a committee and write a formal letter of what is found in their first review.

Or

- Will review an appeals document
- Will work with a review committee
- Will write a formal letter of the committee's review findings

(Both formats are acceptable, should not mention any other faculty by name)

#### Project Timeframe:

01-02-2024 to 02-31-2024 Or Spring 2024 (Both formats are acceptable)

#### Project Workload:

Average of 10 hours per week Or Workload equivalent of 3 WTU (Both formats are acceptable)

#### Project Compensation Amount and Frequency:

Once work has been completed and deliverables received faculty will receive a one-time payment of \$2,500.

#### APPROVED:

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Approver's name

Date

Approver's title

**Dean, James.**

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**From:** Dean, James.  
**Sent:** Friday, May 16, 2023 3:03 PM  
**To:** Mouse, Mickey.  
**Subject:** James Brown: Work completed

This is a sample of an email that could be used to confirm work was complete and release payment. It should include the faculty members name, confirmation of completion, and the total now owed. Please contact OFA if you have any questions.

To whom it may concern –

This is confirmation that James Brown completed their work on 02-31 and should receive a payment of \$2,500.



**Diana Ross**

*Interim Vice Provost of Additional Employment Samples*

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<https://www.csus.edu/academic-affairs/faculty-affairs/>