



**SECTION I: DEPARTMENT and EMPLOYEE INFORMATION** (Required for "All" Positions)

Department Name	Department Number	Employee or Proposed Hire Name:
Proposed Start Date:	Proposed End Date:	Is the Proposed Hire a Current CSU Employee? <input type="checkbox"/> No <input type="checkbox"/> Yes, Campus Name:

**SECTION II: ACTION DETAILS/PURPOSE** (Check all the apply)

<input type="checkbox"/> Hire Status	<input type="checkbox"/> Rehire/Renewal Appointment	<input type="checkbox"/> New Hire (Internal)	<input type="checkbox"/> New Hire (External)
<input type="checkbox"/> Pay	<input type="checkbox"/> Emergency Hire	<input type="checkbox"/> Revision/Status Change	<input type="checkbox"/> Other:
<input type="checkbox"/> Pay Rate Change	Monthly Full-time Base Rate: \$ _____ Percentage: _____%	<input type="checkbox"/> New <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	Reason (i.e. Reclassification, etc.):

Comment(s):

**SECTION III: CALENDAR (I.E. PAY PLAN)**

Academic Year  Cruise  Cruise-Adjunct  12-Month  Summer (non-cruise)  Other, explain:

**SECTION IV: APPOINTMENT CLASSIFICATION**

<input type="checkbox"/> TENURE-TRACK/ TENURE	Job Classification Title: <input type="checkbox"/> Instructional Faculty <input type="checkbox"/> Instructional Faculty (MVI) <input type="checkbox"/> Department Chair <input type="checkbox"/> Librarian
	Job Grade/Range: <input type="checkbox"/> (3) Asst. Professor; <input type="checkbox"/> (4) Assoc. Professor; <input type="checkbox"/> (5) Professor
<input type="checkbox"/> TEMPORARY FACULTY	Job Classification Title: <input type="checkbox"/> Lecturer <input type="checkbox"/> Maritime Vocational Lecturer <input type="checkbox"/> SSP AR: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Coach <input type="checkbox"/> Assist. Coach
<input type="checkbox"/> GRADUATE STUDIES	Job Grade/Range: (Master's Program, Instructional. Faculty SP-Credit) # of Students Enrolled: _____ JC: 2322 <input type="checkbox"/> (3) Asst. Professor; <input type="checkbox"/> (4) Assoc. Professor; <input type="checkbox"/> (5) Professor
<input type="checkbox"/> OTHER	Explain:

ADDITIONAL EMPLOYMENT (Job Code: 2403):

Lecturer Course Overload

(Compensation for 16th Unit for Full-time Lecturers)

Tenure Track

("Overage" of up to twenty five percent (25%) of a full-time position)

**SECTION V: FACULTY WORKLOAD/COURSE INFORMATION**

**HUMAN RESOURCES USE ONLY**

Check	Course Number & Name	# Sections	Unit Value	Total WTU	Total WTUs:	Total FTEs:	Fraction:
Appropriate Semester(s)					_____	_____	_____/_____
<input type="checkbox"/> Fall					ENTITLEMENT Type:		
<input type="checkbox"/> Spring					<input type="checkbox"/> 1 yr. <input type="checkbox"/> 3 yr.		
<input type="checkbox"/> TBD					Entl'mnt Yr: _____ of _____		
<input type="checkbox"/> Summer					Comments:		
<input type="checkbox"/> Cruise							
<input type="checkbox"/> Other							

**SECTION VI: ADMINISTRATIVE/FISCAL APPROVALS (REQUIRED) Print and Sign Your Name**

Dept. Chair /Director/Manager Signature:	Print Name	Sign Name	Date: / /
Administrator/School Dean Signature:	Print Name	Sign Name	Date: / /
Provost/VP Signature:			Date: / /
Budget Officer Signature:			Date: / /
President's Signature: (Required for all Tenure-Track Positions)			Date: / /

**SECTION VII: HUMAN RESOURCES USE ONLY: Job Bulletin/REQ. #: \_\_\_\_\_ Position Number: 00**

Effective Date: / /	Job Code: _____	Range Code/Grade: _____	
Base Monthly Salary: \$ _____ .00 / \$ _____ .00	Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ACA <input type="checkbox"/> N/A		RETIREMENT CODE: <input type="checkbox"/> CalPERS <input type="checkbox"/> PST <input type="checkbox"/> N/A

Signature AVP of Human Resources, Diversity & Inclusion and Administration

Processed By

Date Submitted to Payroll

**FACULTY EMPLOYMENT FOR WHICH THIS FORM IS APPROPRIATE:**

- The hiring of CFA Academic Personnel at California State University Maritime Academy (Cal Maritime) is regulated by the articles of the Collective Bargaining Agreement as agreed upon by the CSU and the CFA (Unit 3). The current contract may be accessed at: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>. Care must be taken to ensure that Agreement articles related to appointment and notice, as well as CSU System-wide Classification and Qualification Standards are upheld.

**INSTRUCTIONS:**

- Complete the form
- Include attachments as needed
- Obtain all required signatures before forwarding your RPA to Human Resources
- INCOMPLETE and UNSIGNED RPAs WILL BE RETURNED**

**COMPLETE FORM FIELDS AS FOLLOWS:**

<b>SECTION I</b> <b>DEPARTMENT AND EMPLOYEE</b> <b>INFORMATION</b>	<input type="checkbox"/> Enter the department name and number which corresponds with the data-set up in People Soft <input type="checkbox"/> Enter the employee (if internal Cal Maritime) or proposed hires name <input type="checkbox"/> Enter the proposed "Start" (first day of the appointment) and "End" date (i.e. AY end date, last day of semester (if only working one semester). <input type="checkbox"/> Check if hire is working at another campus and identify the Campus
<b>SECTION II</b> <b>ACTION DETAILS/PURPOSE</b>	<input type="checkbox"/> Position Type: Check the appropriate position type <input type="checkbox"/> Pay: List the salary only if a Recommendation for Hire has not been completed. <input type="checkbox"/> Pay Rate Change: List the "new" salary. Identify if the salary is an increase or decrease. <input type="checkbox"/> Provide further description/explanation in the "Other" section if needed. <b>NOTE: Part-time appointment salaries will be prorated using the full-time monthly base compensation rate.</b>
<b>SECTION III</b> <b>CALENDAR (PAY PLAN)</b>	<input type="checkbox"/> <b>CALENDAR:</b> Check the appropriate calendar type. NOTE: <b>Academic Year</b> = Start/End of Semester; <b>Cruise</b> = Academic Year Cruise Position; <b>Cruise Adjunct</b> = Temp for 2-month Cruise only; <b>12-month</b> = TEMP faculty classifications only. Contact HR before using; <b>Summer</b> = April through August (non-cruise); <b>Other</b> – please explain
<b>SECTION IV</b> <b>APPOINTMENT</b> <b>CLASSIFICATION</b>	<input type="checkbox"/> <b>TENURE/TENURE TRACK:</b> Check the appropriate position Classification for regular faculty <input type="checkbox"/> <b>TEMPORARY FACULTY:</b> Check the appropriate "Temporary Faculty" Classification <input type="checkbox"/> <b>GRADUATE STUDIES (Master's Program - JC: 2322):</b> For Extended Learning only. Enter the range/grade from the drop down menu and the number of students enrolled. <input type="checkbox"/> <b>OTHER:</b> Check the appropriate box and provide a description where needed <input type="checkbox"/> <b>ADDITIONAL EMPLOYMENT:</b> At Cal Maritime, this classification is primarily used to pay Lecturers for the 16th unit. Contact HR x1244 for more information.
<b>SECTION V</b> <b>FACULTY WORKLOAD &amp;</b> <b>COURSE INFORMATION</b>	<input type="checkbox"/> Check the appropriate semester session <input type="checkbox"/> If the position is for the full academic year check both the Fall and Spring Boxes. The "TBD" box for the Spring Semester. <input type="checkbox"/> List the a) course name and number; b) numbers of course sections being taught; c) the unit value per course; and d) the total number of WTUs for each course number (Sections x Unit Value) = WTUs.
<b>SECTION VI</b> <b>ADMINISTRATIVE/FISCAL</b> <b>APPROVALS</b>	<input type="checkbox"/> RPAs require signature approvals from Department Chairs, Administrator/School Dean, Provost and Budget Officer. Print and Sign your name. <b>Note: Department Chairs must sign only for faculty teaching in their own department.</b> <input type="checkbox"/> The President's Signature is required on all Tenure Track Job Openings/Hires and FERP appointments.
<b>SECTION VII</b> <b>HUMAN RESOURCES ONLY</b>	For Human Resources Only – no action required

**RESOURCES:**

LINK	DESCRIPTION
<a href="#">HUMAN RESOURCES EMPLOYMENT SERVICES</a>	Link to Human Recruitment and Selection Forms
<a href="#">CFA Contract</a>	Link to CFA and other Bargaining Union Agreements
<a href="#">CSU SALARY SCHEDULE</a>	Link to CSU Salary Schedule for all classifications