Add Additional Job Guide

A current employee (faculty/staff/administrator) will be taking on a Faculty role in your department. This guide is intended to assist in determining whether or not to add an additional job or add activity pay on the primary job, as well as outline the necessary requirements for getting both options approved.

1. Will the additional job be recurring (i.e. monthly payments through an entire semester or more)? Does it meet the expectations of the title Part-Time Lecturer?

   OR

2. Is the additional job the vehicle for adding payment for a guest lecture, substitute, workshop, or one-time payment?

If #1 is most applicable, you would continue to add the additional job.

If #2 is most applicable, activity pay on the primary job through the primary department administrator should be added.

Requirements for Additional Job approval by Central Faculty Affairs if employee’s primary job is Full-time:

- CV & offer letter
- Primary job supervisor approval (informal e-mail suffices)
- If employee’s primary job is not Faculty, an official transcript is also required.
- Please attach all documents to the Add Additional Job BP prior to submission.

Requirements for Additional Job approval by Central Faculty Affairs if employee’s primary job is Part-time:

- CV & offer letter
- Primary job supervisor approval of credit hours/semester*
- If employee’s primary job is not Faculty, an official transcript is required.
- Please attach all documents to the Add Additional Job BP prior to submission.

*Part-time Faculty cannot exceed 8 credit hours or equivalent/semester.