



California State University
Dominguez Hills

FACULTY AFFAIRS AND DEVELOPMENT
1000 East Victoria Street • Carson, CA 90747
(310) 243-3766

Payment of Faculty Stipends, Special Consultant Pay, and Additional Employment

classification code 2403

Academic Affairs issues a formal notification to colleges, the library, FAD, the Toro Learning Center, and any other academic unit processing faculty Stipends, special Consultant Pay, and Additional Employment using classification code 2403

1. Academic Affairs notifies the colleges on stipends to be paid and the correct account to be paid from.
 2. Funds are transferred from Academic Affairs and available to the colleges for the ARMs to disburse the special consultant payments/stipends, or additional work per classification code 2403 (CFA-CSU CBA) prior to commencement of work
 3. Special consultant form is to be submitted to Human Resource Management prior to commencement of work
 4. Faculty Affairs will sign off on faculty special consultant contracts
 5. Stipends may be paid for work done by academic year faculty in the summer
 6. During the Academic Year, special consultant pay may be issued to faculty with less than a 1.0 time base
 7. Classification code 2403 shall be used for full time faculty or for part time faculty whose additional employment brings them over a 1.0 time base
 8. Additional Employment under classification code 2403 shall require approval by Faculty Affairs and Development (excluding pay as described in 36.5 (d) of Unit 3 CBA).
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