



HUMAN RESOURCES & PAYROLL SERVICES

Appointment (For faculty, this appointment must be signed by the appropriate dean, as the MPP supervisor, and Faculty Affairs, and the Provost or designee; for non-faculty, this appointment must be signed by the appropriate MPP Supervisor. All Special Consultant appointments must be authorized by Human Resources and submitted to Payroll **before work begins**.)

Consultant's Name: _____

Department: _____ Dept ID: _____

SS Number (Last 4 digits): xxx-xx-_____ Position Number: _____

Current CSU Employee: ☐ Yes* ☐ No

*If yes, indicate classification _____ Time Base _____

Duration of Appointment: From: _____ To: _____

Recommended HOURLY salary Rate: \$_____ per hour (note: CSU hourly rate min. \$16.90; max. \$156.25. Salary rate shall be based on work to be performed, equity with other positions on campus and in the CSU, and special skills and experience)

Indicate: a) total annual amount not to exceed _____ b) the total days to be worked not to exceed _____

ASSIGNMENT OR PROJECT DESCRIPTION

Brief summary of project:

Major duties and responsibilities of consultant:

Special qualifications the consultant possesses to perform the assignment:

RECOMMENDATION

Project Supervisor: _____

Print Name/Title	Extension
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MPP Supervisor: _____

Print Name Signature/Date

APPROVAL

Faculty Affairs (Faculty Only): _____

Signature Date

Provost or Designee (Faculty Only): _____

Signature _____ Date _____

AUTHORIZATION

Human Resources: _____

Signature _____ Date _____