



(INSTRUCTIONS ARE INCLUDED ON REVERSE SIDE.)

1. Consultant's Name: _____

Social Security Number: _____

Current CSU Employment: Yes No

If yes, indicate Classification _____ Time Base _____

2. Duration of Appointment From: _____ To: _____

3. PS Position Number: _____ Dept ID: _____

Position Number: _____ Agency (255) – Reporting Unit – Class Code (4660)

4. Recommended DAILY salary rate: \$ _____ per day

If applicable, indicate the total annual amount not to exceed _____

If applicable, indicate the total days to be worked not to exceed _____

(Note: Deans/Directors/Supervisors are responsible for monitoring the total time worked and total amount paid.)

5. Brief summary of project:

6. Major duties and responsibilities of consultant:

7. Special qualifications the consultant must possess to carry out duties and responsibilities under general direction:

8. I accept/understand the terms of this consultancy. _____ Consultant Signature / Date

9. Project Supervisor: _____ Print Name / Title Extension

10. Dean/Director _____ Print Name Signature Date

INSTRUCTIONS FOR COMPLETION OF REQUEST TO APPOINT SPECIAL CONSULTANT (P156A)

The Special Consultant class is used to appoint an individual who will work under general direction to perform a special assignment based upon a particular knowledge, ability or expertise AND WHEN THERE IS NO OTHER APPROPRIATE CLASSIFICATION AVAILABLE. Special Consultants are paid a daily rate.

Examples of typical activities: Proctor and read the Junior English Proficiency Equivalent Test (JEPET); perform administrative/professional studies; provide the necessary coordination, guidance and training to implement a desired plan of change.

INSTRUCTIONS:

1. Identify the individual recommended for appointment as Special Consultant by name and Social Security Number; and list any other CSU employment held by the recommended consultant including work as a Student Assistant, Graduate Assistant or Work-Study Student.
2. Insert beginning and ending date of appointment as Special Consultant.
3. Insert PeopleSoft Position Number XXXXXXXX; Dept ID XXXX.
Insert Agency 255, Reporting Unit XXX, Class Code 4660.
4. Refer to the CSU Salary Schedule, Class Code 4660
(SFSU minimum \$88 per day; maximum \$1,042 per day).
5. Briefly state the specific purpose and outcome of the project.
6. List the primary duties and responsibilities consultant will perform in support of the project.
7. List the skills, knowledge and experience the consultant must have to perform duties.
8. Identify the employee who is in charge of the project for which Special Consultant is being hired.
9. For individuals currently on SFSU payroll: forward the following documents:
 - a. Appointment of Special Consultant (PF 156A)
 - b. Biographic Information (PF 002-A, Rev 6/03)
10. For new employees (individuals NOT currently on the SFSU payroll as staff and/or faculty):
Forward package for special consultant with completed attachments listed below to the Human Resources Department for review at least five (5) days prior to effective date. Retain copy for your records.
 - a. Appointment of Special Consultant (PF 156A)
 - b. Current vitae, resume or SFSU Application for Employment
 - c. Employee Action Request (EAR)
 - d. Oath of Allegiance
 - e. Designation of Person Authorized to Receive Warrants
 - f. Biographical Information (PF 002-A, Rev 6/03)
 - g. Immigration Reform and Control Act (IRCA) Certification (I-9)