

# Academic Transaction Form

SAN DIEGO STATE UNIVERSITY

Received—Academic Affairs

1. Social Security Number \_\_\_\_\_ 2. Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

3. If name change, formerly? \_\_\_\_\_ 4. Present Mailing Address Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

5. Type of Transaction

New Appointment  Change in Appointment (see 16 & 17 below)  Assigned Terminal Year  Faculty Early Retirement Program

Reappointment (no break in service)  Change in Leave Status (see 22 & 23 below)  Probationary Period Extended  Teaching Seme: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Former Employee (break in service 1 semester or more)  Resignation  Declined/Canceled  Reduced Worktime Program  Pre-retirement Reduction in Time Base

Retirement  Other (Explained in Remarks below)

6. Type of Appointment

Probationary: VPAA# \_\_\_\_\_

Tenured

Full time Temporary

Part time Temporary

AY: \_\_\_\_\_

Spring to be determined

One Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_

10-month (coaches, librarians)

12-month

Adjunct (Volunteer Employee)

Other  Retired Annuitant

9. College \_\_\_\_\_

10. Home Department \_\_\_\_\_

11. For a New or Former Employee List All Degrees Earned

Degree \_\_\_\_\_ Institution \_\_\_\_\_  
(B.A., B.S., etc.) (do not abbreviate institutions)

Degree \_\_\_\_\_ Institution \_\_\_\_\_  
(M.A., M.S., etc.)

Degree \_\_\_\_\_ Institution \_\_\_\_\_  
(Ph.D., Ed.D., etc.)

12. Effective Date (month/day/year) Expiration Date

a \_\_\_\_\_

b \_\_\_\_\_  
(temporary /only)

13. Appointment to the Class and Rank of \_\_\_\_\_ Step \_\_\_\_\_

a \_\_\_\_\_

b \_\_\_\_\_

7. If new full time temporary, probationary, or tenured appointment please state Previous Employer \_\_\_\_\_

8. If resignation or termination of full time temporary, probationary, or tenured employee please state New Employer \_\_\_\_\_

14. Total Contracted Salary Based on full time Monthly Salary

a \$ \_\_\_\_\_

b \$ \_\_\_\_\_

15. If new probationary or tenured faculty, please state if U.S. citizen?  Yes  No  Permanent Resident

| 16. Current Faculty Workload | % Instructional Faculty Fraction | % Other Support Instructional Faculty Fraction | % Instructional Administration Fraction | % Other Support Instructional Administration Fraction | TOTAL SUPPORT in decimal & 60ths (if GA, decimal and hours per week) | Position Number (Academic Affairs Only) |
|------------------------------|----------------------------------|--|---|---|--|---|
| Department _____             |                                  |  |   |   |  |   |
|                              |                                  |  |   |   |  |   |
|                              |                                  |  |   |   |  |   |
| <b>TOTAL</b>                 |                                  |  |   |   |  |   |

Reimbursed Time: \_\_\_\_\_  
Must indicate Grant name and number: \_\_\_\_\_ %

| 17. Change to Faculty Workload | % Instructional Faculty Fraction | % Other Support Instructional Faculty Fraction | % Instructional Administration Fraction | % Other Support Instructional Administration Fraction | TOTAL SUPPORT in decimal & 60ths (if GA, decimal and hours per week) | Position Number (Academic Affairs Only) |
|--------------------------------|----------------------------------|--|---|---|--|---|
| Department _____               |                                  |  |   |   |  |   |
|                                |                                  |  |   |   |  |   |
|                                |                                  |  |   |   |  |   |
| <b>TOTAL</b>                   |                                  |  |   |   |  |   |

Reimbursed Time: \_\_\_\_\_  
Must indicate Grant name and number: \_\_\_\_\_ %

18. a.  Appointment with tenure or b.  Normal date tenure to be achieved (Month & Year) \_\_\_\_\_

19. Earliest probable date for Sabbatical Eligibility (Month & Year) \_\_\_\_\_

20. Change from temporary to probationary status?  Yes  No

21. Recommend number of years to count toward tenure and sabbatical  0  1  2

22. Return From Leave Conditions:  Not Applicable

Return from Leave Without Pay  Service Salary Increase Credit

Return from Sabbatical  Sabbatical Accrual

Return from Difference in Pay  Tenure Credit

23. Leave Approval  Fall  Spring \_\_\_\_\_  AY \_\_\_\_\_

Sabbatical:  (Type A) 1 Semester, Full Pay  Difference in Pay

(Type B) 2 Semesters, Half Pay  Professional  Personal

Leave Without Pay:  Full time  Partial

24. Department Chair Stipend \$ \_\_\_\_\_

25. Remarks, Comments, Special Conditions \_\_\_\_\_

26. Date of Office of Diversity and Equity Certification of Pool \_\_\_\_\_

27. Signatures and Dates

Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_