

**OFFERING FACULTY ASSIGNMENTS &  
DEVELOPMENTAL/TRAINING WORKSHOPS  
OFFICE OF THE PROVOST  
SANTA CLARA UNIVERSITY**

**Workshop definition:** A short, intensive, and interactive educational program that teaches the faculty member practical skills, techniques, or ideas. Faculty elect to enroll.

**Assignment definition:** Work allotted to a faculty member to assist a center, department or program to meet its administrative and programmatic requirements. The center, department or program initiates.

1. Before offering an assignment to a faculty member, you are required to reach out first to the faculty member's Dean or Dean's Office delegate for approval of both the assignment and the terms of the assignment. You also need confirmation from the Dean's Office that the faculty member will have a faculty contract for the duration of the assignment. If the assignment involves funding from an external source, it will need to be reviewed by the Sponsored Projects Office to ensure compliance with University policy and the funder's terms and conditions. Developmental and training workshops, such as workshops sponsored by Faculty Development, Academic Technology, Drahnann Advising and Learning Resources Center, Center for Sustainability, etc., do not require the dean's approval. For workshops, the office giving the workshop has the responsibility to confirm that the faculty member will have a faculty contract for the duration of the workshop.

2. The office offering the assignment who has received Dean's Office approval, and the office offering a workshop who has confirmed that the faculty member will have a faculty contract for the duration of the workshop, then prepares a letter to the faculty member outlining expectations of the assignment (if applicable) as well as the course load reduction and/or supplemental pay associated with the assignment or workshop (templates provided by Provost's Office).

- Supplemental pay is paid over the pay periods consistent with the assignment/workshop. For example, if the assignment/workshop were for the period of June 16 through September 15, the supplemental pay would be paid over the six pay periods that coincide with that assignment/workshop.

- Supplemental pay is not eligible for a contribution to the 401(a) retirement plan. The template includes a statement informing the faculty member of the ineligibility for retirement plan contribution.

3. The office offering the assignment/workshop sends the assignment letter to the faculty member, with a copy sent to the Dean's Office.

4. For course load reductions, the office offering the assignment completes an expense transfer to reimburse the faculty member's school. The course rates for each school are provided by the Provost's Office each fiscal year.

5. If the assignment/workshop involves supplemental pay, the office offering the assignment/workshop processes the payment in Workday. If the office does not have a staff member who has the Period Activity Pay Processor Role in Workday, then they are to upload the assignment letter using this Google [form](#). The Provost's Office then processes the supplemental payment in Workday.