

CSU Endorsement and Approval Form for Workload Arrangements and Financial Terms

For CSU Employees on Regular Appointments Seeking an Academic Dean Position with Semester at Sea

(This document contains 2 pages. Both pages must be submitted with the application.)

By signing this form, all the parties whose names and signatures are provided below, confirm both endorsement and support for _____ (print candidate's first and last name) who is applying for the Semester at Sea shipboard position of Academic Dean for the _____ | _____ (specify semester | year) Voyage.

That is, we:

- 1) Confirm the candidate's availability to accept a shipboard position of **Academic Dean** if invited to serve in this role.
- 2) Acknowledge and endorse the associated workload arrangements agreed upon with this candidate to cover the CSU duties and responsibilities during the time the candidate is on leave to serve Semester at Sea.
- 3) Confirm receiving in writing and approved the candidate's proposed plan to enrich the CSU community as an anticipated outcome of the candidate's participation in the Semester at Sea experience.
- 4) Communicated and confirmed understanding of the expectation to abide by all required CSU processes and procedures to maintain good standing while away with Semester at Sea.
- 5) Acknowledge our understanding that, if selected, the candidate:

“Will receive the full salary and benefits during the semester of their voyage, and their absence from campus will not be counted as leave or associated with a sabbatical. Because the duties as Academic Dean begin in advance of the voyage and must be fulfilled in addition to your duties at CSU, the selected applicant will be paid \$5,000 supplemental pay from the CSU Provost's Office. This compensation will be subject to taxes and to all other deductions required by law. To help in providing coverage for courses and other duties while you are sailing, the CSU Provost's Office will transfer \$15,000 to your academic department. In addition, the Institute of Shipboard Education (ISE) will provide a supplemental taxable stipend of \$2,300 to the candidate appointed to serve as Academic Dean to help cover the candidate's travel to and from the ship, and related incidental expenses. If the applicant's typical teaching load is more than two courses per semester, a department may request additional funds for course coverage from the Vice Provost and Dean for Undergraduate Affairs, though in no case will funding exceed \$20,000; requests should include a detailed listing of the applicant's teaching responsibilities.”

- 6) This endorsement/approval is **valid only** for the specified position and voyage (semester | year) noted above.

**All SIGNATURES ARE REQUIRED / PLEASE KEEP COPIES
(ADD SIGNATURE PAGES IF EMPLOYEE REPORTS TO
SEVERAL DIRECT SUPERVISORS)**

College Dean/VP

Signature: _____
Printed Name: _____
Academic/Adm. Unit: _____
College/Division: _____
Date: _____

College/Division Business Officer

Signature: _____
Printed Name: _____
Academic/Adm. Unit: _____
College/Division: _____
Date: _____

Department Head/Chair | Supervisor

Signature: _____
Printed Name: _____
Academic/Adm. Unit: _____
College/Division: _____
Date: _____

Employee | Applicant for Semester at Sea

Signature: _____
Printed Name: _____
Academic/Adm. Unit: _____
College/Division: _____
Date: _____