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Date: November 18, 2003 **Code:** TECHNICAL LETTER
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To: Human Resources Directors
Associate Vice Presidents/Deans of Faculty Affairs

From: Cathy Robinson, Assistant Vice Chancellor
Human Resources Administration 

Subject: Classification Standards Update: Faculty

Human Resources Administration updated the classification and qualification standards for Faculty (Unit 3) classifications. These classification standards were reformatted to a new layout and were updated to reflect current terminology, additional classification codes and other non-substantive verbiage changes. Please note that the Student Services Classification Plan (covers Unit 3 and Unit 4 classifications) will be updated in conjunction with the similar review of Unit 4 classifications, which is forthcoming.

In addition, references to the occupational index code, overtime eligibility, shift eligibility and the employee category were removed as this information is maintained and communicated via the CSU Salary Schedule. Workweek group references were removed as they are no longer applicable to the CSU.

New classification and qualification standards can be viewed and printed at: <http://www.calstate.edu/HRAdm/classstandards.shtml>.

Questions regarding this technical letter may be directed to Gina Caywood at (562) 951-4416 or via email at gcaywood@calstate.edu.

This technical letter also is available on Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/ac

Distribution:

CSU Presidents
Vice Chancellor, Human Resources