

1 **Volunteer Faculty**

2 (Senate: 3/3/87; 7/25/88; Editorial Amendment: 9/00, 8/01)

3 In cases when the University may benefit from the appointment of professional persons on a voluntary basis,  
4 such persons will be designated as volunteer faculty.

5 **Appointment.** Upon initial appointment, volunteer faculty shall be provided with information on applicable  
6 faculty rights and responsibilities. Volunteer faculty shall be provided with written statements from the  
7 department/division chair or school director, or college dean specifying, as far as can be determined in  
8 advance, the scope of responsibilities such as: courses to be taught, class size, schedule, other requirements  
9 for the assignments, department/division/school policies on evaluation of faculty; and the possibility of  
10 cancellation of appointment. The selection and procedures for appointment of volunteer faculty will be  
11 conducted in the same manner as for part-time faculty. Official personnel files for all volunteer faculty  
12 members shall be maintained in the office of the college dean. Volunteer faculty shall have the same rights in  
13 regard to their files as probationary and tenured faculty.

14 **Working Conditions.** Since the teaching responsibilities of volunteer faculty are the same as those of the  
15 regular faculty insofar as their courses are concerned, they should be provided with facilities and services  
16 consistent with the performance of their duties. Volunteer faculty shall schedule regular office hours of no less  
17 than 15 minutes per week per unit taught. ACCORDING TO THE OFFICE HOUR POLICY.

18 Volunteer faculty shall have participatory rights in department/division/school meetings except that  
19 participation and voting rights shall be subject to department/division/school, college, and university  
20 regulations. Volunteer faculty are encouraged but may not be required to attend such meetings.

21 **Subsequent Appointments.**

22 **1. Subsequent Appointment.** Volunteer faculty are appointed without acquisition of the right for subsequent  
23 appointment. Subsequent appointments may be made subject to department/division/school need.  
24 Volunteer faculty on one quarter SEMESTER appointments shall be reviewed prior to each subsequent  
25 appointment by the department/division chair or school director, and at least once annually by a  
26 department/division/school personnel committee, except where department/division/school hiring  
27 patterns make this procedure impracticable. Where such patterns exist, the volunteer faculty member  
28 shall be reviewed during the first quarter SEMESTER of employment following the quarter of last review,  
29 except that AND no faculty member shall be reviewed more than once annually by  
30 department/division/school personnel committees. Volunteer faculty members shall be invited to submit  
31 cumulative vitae covering their off-campus employment and other professional activity during the period  
32 following their last review. The evaluation of volunteer faculty by department/division/school personnel  
33 committees shall, when feasible, include provisions for student input regarding instructional performance.  
34 The volunteer faculty member shall be informed in writing of the results of each such evaluation by the  
35 chair of the personnel committee.

36 **2. Notice of Prospects for Subsequent Appointment.** Whenever possible, volunteer faculty on one-quarter  
37 SEMESTER appointments shall receive from the department/division chair or school director written or  
38 oral notice one month before the following quarter SEMESTER, informing them of their prospects for  
39 appointment in the next quarter SEMESTER. Whenever possible, volunteer faculty on annual appointments  
40 shall receive from the department/division chair or school director written or oral notice one quarter  
41 SEMESTER before the terminal date of their appointment, informing them of their prospects for  
42 appointment in the next quarter SEMESTER or academic year.

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**Appointment.** Upon initial appointment, volunteer faculty shall be provided with information on applicable faculty rights and responsibilities. Volunteer faculty shall be provided with written statements from the department/division chair or school director, or college dean specifying, as far as can be determined in advance, the scope of responsibilities such as: courses to be taught, class size, schedule, other requirements for the assignments, department/division/school policies on evaluation of faculty; and the possibility of cancellation of appointment. The selection and procedures for appointment of volunteer faculty will be conducted in the same manner as for part-time faculty. Official personnel files for all volunteer faculty members shall be maintained in the office of the college dean. Volunteer faculty shall have the same rights in regard to their files as probationary and tenured faculty.

**Working Conditions.** Since the teaching responsibilities of volunteer faculty are the same as those of the regular faculty insofar as their courses are concerned, they should be provided with facilities and services consistent with the performance of their duties. Volunteer faculty shall schedule regular office hours according to the Office Hour Policy.

Volunteer faculty shall have participatory rights in department/division/school meetings except that participation and voting rights shall be subject to department/division/school, college, and university regulations. Volunteer faculty are encouraged but may not be required to attend such meetings.

### **Subsequent Appointments.**

- 1. Subsequent Appointment.** Volunteer faculty are appointed without acquisition of the right for subsequent appointment. Subsequent appointments may be made subject to department/division/school need. Volunteer faculty on one semester appointments shall be reviewed prior to each subsequent appointment by the department/division chair or school director, and at least once annually by a department/division/school personnel committee, except where department/division/school hiring patterns make this procedure impracticable. Where such patterns exist, the volunteer faculty member shall be reviewed during the first semester of employment and no faculty member shall be reviewed more than once annually by department/division/school personnel committees. Volunteer faculty members shall be invited to submit cumulative vitae covering their off-campus employment and other professional activity during the period following their last review. The evaluation of volunteer faculty by department/division/school personnel committees shall, when feasible, include provisions for student input regarding instructional performance. The volunteer faculty member shall be informed in writing of the results of each such evaluation by the chair of the personnel committee.
- 2. Notice of Prospects for Subsequent Appointment.** Whenever possible, volunteer faculty on one- semester appointments shall receive from the department/division chair or school director written or oral notice one month before the following semester, informing them of their prospects for appointment in the next semester. Whenever possible, volunteer faculty on annual appointments shall receive from the department/division chair or school director written or oral notice one semester before the terminal date of their appointment, informing them of their prospects for appointment in the next semester or academic year.