

Guidelines for Appointing Faculty Volunteers

Faculty Volunteer Overview

While we appreciate those who wish to volunteer their time at Sonoma State University in accordance with the [CSU Volunteer Policy \(HR 2015-10\)](#); *"it is not the intent of the CSU that volunteers replace or supplant the work performed by CSU employees (represented or non-represented). As such, CSU volunteers may not be used in full-time, long-term assignments. Volunteer assignments are generally expected to be sporadic or of limited duration (e.g., assistance with special events or volunteering on a part-time basis over the course of a term)."* Volunteers are individuals who perform assignments or provide services to the University without compensation.

Volunteers are eligible for workers' compensation and state liability coverage. Additionally, a volunteer may be entitled to reimbursement for travel expenses in accordance with university procedures for reimbursement of travel expenses and allowances.

SSU faculty volunteers, while not paid, must meet the same standards and qualifications required of a compensated employee. They also must have the necessary training and/or supervision to safely carry out the volunteer work and, depending on the particular function performed, must meet the approved license/certification and CSU requirements. Requirements may include background checks as determined by the [CSU Background Check Policy](#). All policies of the University shall apply to faculty volunteers including but not limited to the [CSU Nepotism Policy](#) and the [CSU Policy on the Employment of Minors](#), as appropriate.

An individual who volunteers services in a field, which requires a license or certificate, must satisfy that requirement prior to performance of those duties. For example, a medical doctor, volunteering services, must have a current license to practice medicine before volunteering.

A volunteer may be authorized to drive a vehicle on official state business, in accordance with CSU and SSU policies and procedures as determined appropriate in accord with the volunteer duties and responsibilities.

For further details regarding the appointment and privileges for the Faculty Volunteer go to the [Essentials for Faculty Volunteers](#) on the Faculty Affairs and Success Website.

Faculty Volunteers:

Faculty Volunteers are appointed by the departments with the prior approval of the Academic Personnel Office.

In order to serve as a faculty volunteer the following criteria must both be met:

1. The work is in alignment with the CSU Policy as sporadic or of limited duration
2. The individual volunteering must be eligible based on the table below

May work as a Faculty Volunteer:	May not work as a Faculty Volunteer:
<ul style="list-style-type: none"> ➤ Expert in the field from the Community ➤ MPP's 	<ul style="list-style-type: none"> ➤ Actively employed Faculty <ul style="list-style-type: none"> ❖ Temporary faculty ❖ Permanent faculty ➤ Rehired Annuitants ➤ FERP ➤ Course Assistants where the duties can be classified as Unit 11 work (Teaching Associate, Graduate Assistant or Instructional Student Assistant) ➤ Anyone who has not obtained appropriate work authorization, or before authorization verification process is complete. ➤ Students

Faculty Volunteer Appointment Procedure

All New Faculty Volunteers must submit a CV or Resume attached to the Faculty Volunteer Appointment Form.

1. The department is responsible for recruiting and ensuring eligibility to work as faculty volunteer and following internal department processes related to Faculty Volunteers.
2. The department initiates the [Faculty Volunteer Appointment Form](#), completes *Section I* and obtains required signatures.
3. The Faculty Volunteer completes *Section II* of the Faculty Volunteer Appointment Form, attaches any required documents (such as); CV, resume, certificates or licenses, and returns the form to the hiring department.
 - In an effort to provide the safest possible environment for students, faculty, staff and visitors, Sonoma State University conducts background checks on volunteers appointed to designated sensitive positions, or as required by Law.
 - Faculty Affairs will determine which positions are subject to background checks and approvals will be granted to the department after successful completion of the volunteer screening

4. Department forwards form and all required documents to Faculty Affairs and Success for approval before the faculty performs any work volunteer.
5. Upon approval, Faculty Affairs and Success will notify SSU Library and Police Services to grant the parking permit and/or library access. Active employees are not eligible for a free parking permit. Faculty Volunteers must present appropriate ID to Library and Seawolf Services in order to activate their access.
6. A letter will be sent to the faculty volunteer providing further details of the appointment and privileges. Faculty Affairs and Success will maintain all records for faculty volunteers.

Incomplete forms will not be accepted and will be returned to the hiring department for completion.

Faculty Volunteers Who Drive on University Business

A volunteer may be authorized to drive a vehicle on official state business in accordance with University policies and procedures, as determined to be appropriate in relation to the volunteer's duties and responsibilities. Additionally, a volunteer may be entitled to receive reimbursement for travel expenses in accordance with University procedures for the reimbursement of travel expenses and allowances.

When volunteers drive a personal, state, or rental vehicle on approved state business, the department shall complete the following steps. A copy of the applicable document should be kept in the department.

1. Department shall verify that the volunteer has a valid driver's license.
2. If the volunteer drives a personal vehicle, the [State of California Authorization to Use Privately Owned Vehicles on State Business Form 261](#) should be completed. This form shall be recertified annually, and completed in advance of travel.
3. If the volunteer is to receive reimbursement for the trip, they must sign the [Authorization for Absence from Campus Duties/Travel Advance Request form](#), in advance of the travel.

In addition, it is highly recommended that these volunteers complete the online [Defensive Driving Training](#).

Questions and Contact Information

Any questions in regarding faculty volunteer appointments should be directed to facultya@sonoma.edu