

Before completing this form, it is imperative that prospective volunteers read [Essentials for Faculty Volunteers](#) and the volunteer coordinator and department chair read [Guidelines for Appointing Faculty Volunteers](#).

Section I is to be completed by the hiring department
Section II is to be completed by the faculty volunteer

No commitment can be made and faculty volunteer may not begin work until Faculty Affairs approves a volunteer appointment.

It is necessary for all new faculty volunteers to submit a CV or resume.

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

SECTION I – TO BE COMPLETED BY THE HIRING DEPARTMENT

Faculty Volunteer Appointment Checklist

☐	The prospective volunteer is a student at Sonoma State University
☐	The prospective volunteer is an actively employed faculty member at Sonoma State University
☐	The prospective volunteer is a CSU retiree (Rehired Annuitant)
☐	The prospective volunteer is in the FERP

If you checked any of the statements in this section – you may not appoint them as a faculty volunteer - they are NOT eligible. Contact Faculty Affairs at 707-664-2192 for alternate appointment options.

☐	The volunteer will be in the classroom
☐	The volunteer will report directly to a faculty member or a department chair for the work that is being done
☐	The volunteer will assist coaches with athletes
☐	The volunteer will teach or coach athletes

If you checked any of the statements above – you may appoint as a faculty volunteer

Signature: _____ **Date:** _____

APPOINTMENT INFORMATION

Department Number: _____	Department Name: _____
Supervisor: _____	Extension: _____
Appropriate Administrator: _____	Extension: _____
Start Date: _____	End Date: _____

Will this volunteer be assigned as “Instructor of Record”? Yes No

Description of Duties:

--

Will the faculty volunteer drive a vehicle on University Business? Yes No If YES, keep a copy of the volunteer's driver's license and completion record of the online defensive driver training via Cal Learn at calhr.ca.gov. If the volunteer will drive a personal vehicle, keep a copy of the volunteer's State of California Authorization to Use Privately Owned Vehicles on State Business Form 261 _____	Required documents for a faculty volunteer who will be driving must be kept in the hiring department.
---	---

Review and Approval:

Department Chair Signature: _____	Date _____
Dean/Appropriate Administrator Signature: _____	Date: _____

SECTION II: TO BE COMPLETED BY FACULTY VOLUNTEER			
Employee Name (as seen on Social Security Card)			
Last Name:		First Name:	
Middle Initial:			
Birthdate (no year):	Last 4 digits of Social Security Number:	SSU ID:	
Street Address:			
City:		State:	Zip Code:
Home Phone:	Mobile Phone:	E-Mail:	
Emergency Contact:		Phone Number:	
Are you legally authorized to work in the United States? Yes No			
As an adult, have you ever been convicted of a crime (except traffic violations other than felonies)? Yes No			
A conviction includes a plea, verdict or finding of guilt, regardless of whether a sentence was imposed by the court. You need not provide information about marijuana possession convictions for a violation of Health and Safety Code Section 11357(b) or (c), Section 11360(c), or Section 11364, 11365, or 11550 that occurred more than two years ago. (NOTE: A conviction will not necessarily disqualify a faculty volunteer from employment)			
If yes, explain:			
Have you been arrested for any criminal offense for which you are out on bail, or on your own recognizance, pending trial? Yes No			
No, I am not actively affiliated with the University in any of the following categories:			
Employed as SSU Faculty		Retired in CalPERS (FERP or Rehired Annuitant)	Student
Yes, I am actively affiliated with the University as indicated above			
I am presently a SSU Staff and this assignment is not connected with my employment.			
I have previously worked at SSU or another CSU. Yes No If yes, explain:			
Upon request campus conveniences may be provided for volunteer faculty who are not currently associated with SSU. Please select the privileges you would like to request.			
Library Privileges:	No	Yes, Faculty Affairs will authorize	
Parking Permit:	No	Yes, Faculty Affairs will authorize	
If the duties of our position require you to drive as part of this assignment, will you be able to furnish a current valid California Driver's License, the online defensive driving training , and State business form 261 [right click links to open in new tab to keep form] if using your privately owned vehicle for University business? Yes No			
Prior to driving for University business, these items must be completed (use Sonoma.edu email for training).			
Driver's License #:		Expiration:	
I desire to volunteer my services performing duties as described in Section I at the direction of the named supervisor. I understand that I will not be compensated for these services and that I serve at the pleasure of the University. This confirms that I have received notification of my benefits, rights and responsibilities under Worker's Compensation available at https://hr.sonoma.edu/payroll-benefits/workers-compensation .			
I certify that the answers I have given are true and correct and that I have not knowingly withheld, omitted or misrepresented the facts. Your signature below constitutes acceptance of the appointment.			
Signature of volunteer		Date:	
Submit form and resume or CV to: Faculty Affairs Appointments: fappoint@sonoma.edu			
FACULTY AFFAIRS USE ONLY			
CV Received for New Faculty Volunteer	Services Requested	Initials	Date: