

Before completing this form, it is imperative that you review the [Appointment Guidelines for Faculty Volunteers](#) prior to appointing a Faculty Volunteer.

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 action.

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

<input type="checkbox"/>	The prospective volunteer is a student at Sonoma State University
<input type="checkbox"/>	The prospective volunteer is an actively employed faculty member at Sonoma State University
<input type="checkbox"/>	The prospective volunteer is a Rehired Annuitant with a current appointment
<input type="checkbox"/>	The prospective volunteer is in the FERP Program

If you checked any of the statements in this section – You May Not Appoint as a Faculty Volunteer. Not Eligible to work as a Faculty Volunteer. Contact Faculty Affairs at 707-664-2192 for alternate appointment options

<input type="checkbox"/>	The volunteer will be in the classroom
<input type="checkbox"/>	The volunteer will report directly to a faculty member or a department chair for the work that is being done
<input type="checkbox"/>	The volunteer will assist coaches with athletes
<input type="checkbox"/>	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 faculty be assigned as “Instructor of Record”? Yes No

Description of Duties:

<p>Will the faculty volunteer drive a vehicle on University Business? Yes No If YES, keep a copy of the driver’s license and have the faculty volunteer complete the online Defensive Driving Training.</p> <p>If the faculty volunteer will drive a personal vehicle, the faculty volunteer must complete the State of California Authorization to Use Privately Owned Vehicles on State Business Form 261</p>	<p>Required documents for a faculty volunteer who will be driving must be kept in the hiring department.</p>
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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 Campus. Yes No			
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? Yes No			
If yes, Complete State of California Authorization to Use Privately Owned Vehicles on State Business Form 261 , the online Defensive Driving Training and submit with Faculty Volunteer paperwork to the hiring department. In addition, provide your driver's license number and expiration date.			
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 http://www.sonoma.edu/hr/payroll/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 Electronically to: Faculty Affairs Appointments			
FACULTY AFFAIRS USE ONLY		cc: Personnel Action File	
CV Received for New Faculty Volunteer	Services Requested	Initials:	Date: