

Welcome to SSU !!

As a new faculty volunteer, there are a few things you will need to do to get started. The information below will help you through the process. Current faculty volunteers will find this document a quick and useful guide to many resources. Follow the links below for details.

~ Essentials for Faculty Volunteers ~

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~ Completing Paperwork ~

Faculty volunteer's that are assigned as the "instructor or record" for a class; are required to submit a curriculum vitae or resume that shows name, address, phone number, education and work experience, and to go through a background check in accordance with CSU policy.

~ Privileges for Volunteer Faculty ~

Library

As a Faculty Volunteer, you are eligible to receive Sonoma State University Library privileges, which are accessed at the [University Library](#). Here is a [campus map](#).

Parking

Faculty Volunteers are eligible for complimentary parking, if you are not presently employed by, or a student at the University. If you are eligible for complimentary parking, Faculty Affairs will notify Parking Services. Once you receive your appointment letter indicating your eligibility you may go to the [Seawolf Service Center](#), located on the first floor of Salazar Hall, to pick up your parking permit. If you subsequently receive a paid assignment or are registered for units during this academic term, you will no longer be eligible for complimentary parking and will need to purchase a parking permit.

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~ Employee Services ~

The Sonoma State University [Employee Services Department](#) provides an array of human resources services.

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~ Workers' Compensation and Liability Insurance ~

Volunteers are eligible for Workers' Compensation and State liability coverage. For details visit the [Payroll and Benefits Website](#)

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~ Environmental Health and Safety ~

Please see the [Environmental Health and Safety](#) website for details.

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~ Disability Resources ~

Faculty and Staff with Disabilities

Sonoma State University supports our employees with disabilities through the [Disabled Employee Program](#), which engages in an interactive process to provide reasonable accommodations to qualified disabled employees and applicants. If you are interested in obtaining services or information, please call (707) 664-2664. More information on the program can be found on the [Payroll and Benefits](#) website.

Students with Disabilities

The Disability Services for Students program can provide very helpful information regarding provision of accommodation services for students with disabilities who are taking your classes. **Students must register with the program before they are given accommodations**, so you will want to get the latest information on this process. A statement in your syllabus urging students to see you by the end of the second week of the semester if they think they may require accommodations can be very helpful. You can visit the office in Salazar Hall 1049, call at 664-2677, or refer to the [Disability Services for Students website](#).

Responsibility for Student Disability Issues

Students who are authorized for accommodations will present to their instructors an authorization form, which outlines the appropriate and recommended accommodation for each class. The form comes from the Disability Services for Students (DSS) Office (664-2677). Students who request accommodations from an instructor without an authorization form should be directed to the DSS office for consultation.

Due to the sensitive nature of an individual's disability status, all information disclosed to an instructor by a student with a disability **MUST REMAIN CONFIDENTIAL**. Instructors are asked to discuss issues with a student who has a disability in a discreet manner to avoid inadvertent disclosure to others in the classroom. Faculty must work with any equipment approved by DSS. Any equipment provided by DSS will have DSS stamped on it.

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~ Resources for Students ~

Students may need assistance from various services. The University offers students many resources. See the websites below for details.

- [Advising Center](#)
- [Career Services](#)
- [Counseling and Psychological Services](#)
- [Educational Opportunity Program](#)
- [Tutorial Center](#)
- [Student Health Center](#)
- [Testing Services](#)
- [Writing Center](#)

If you think one of your students would benefit from these services, you may refer the student there; you may also call these services if you would like some assistance with making a successful referral or in working with the student in class.

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~Academic Calendar~

If you are on a semester or academic year appointment, you will note that the dates of your appointment differ from the dates of instruction shown on the [Academic Calendar](#); the semester begins prior to the first day of instruction and ends following the grading period as noted on the academic calendar. These additional days are provided in the schedule for such activities as preparatory meetings with your department chair or colleagues, grading papers and finals, calculating and submitting semester grades, meeting with students requesting incomplete grades or other exceptions, and other activities; you are therefore expected to remain available for the duration of your appointment.

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