

CSU STANISLAUS FACULTY VOLUNTEER FORM

• NAME: _____

• ADDRESS: _____

• PHONE NUMBER: _____

• DESCRIPTION OF DUTIES:

⇒ Dates of Voluntary Service: From _____ to _____
(start date) (end date)

1) For currently employed faculty/staff/MPPs:

A. Name and Number of Course:

B. Other non-instructional responsibilities:

This is to acknowledge that I desire to volunteer my services, and that the duties described above are in excess of my normal full-time assignment. I therefore understand that I will not receive any additional compensation for this voluntary service.

Signature of Employee Date

Approval of College Dean or Vice President: The above assignment description is accurate, and the University employee has my permission to provide these voluntary services.

Signature of Dean or VP Date

2) For persons not currently employed by the University:

A. Names(s) and numbers(s) of course(s):

B. Other non-instructional responsibilities:

This is to acknowledge that I desire to volunteer my services, as described above. I understand that I will not receive any compensation for these services, and that I am not an employee of the University. Further, I understand that this is an "at will" assignment, and that I serve at the pleasure of my supervisor, the Department Chair.

Signature of Volunteer Date

Endorsement by Department: The above volunteer has been approved by me as qualified to perform the duties described above. The description is accurate and complete.

Signature of Department Chair Date

Approval by College Dean: The above volunteer, and the services being provided, have my approval.

Signature of Dean Date

Faculty Volunteer Form Guidelines & Instructions

1. The “Faculty Volunteer Form” must be completed with appropriate signatures, and filed with the Office of Faculty Affairs, *prior to* the performance of the volunteer services.
2. A Volunteer is an individual who is performing some manner of work, or providing some kind of service, without compensation. A volunteer may be an employee (e.g., a faculty member accepting an unpaid teaching overload) or a non-employee (e.g., a community member accepting membership on a thesis committee).
3. A Volunteer may provide a wide array of services. The following list is for the purposes of illustration, and should not be considered all-inclusive.
 - teach, or assist in the teaching of, a regularly-scheduled, for-credit course
 - grade, or otherwise evaluate, student projects
 - tutor, advise, or otherwise mentor students
 - serve on program, department, college, or university committees
 - serve as a thesis advisor
 - supervise off-campus student academic assignments
 - serve as a consultant
4. Volunteers who are not currently University employees should be properly screened by the department utilizing the volunteer’s services. At a minimum this would include evaluating qualifications and performing reference checks.
5. Volunteers who are not currently University employees must be appropriately supervised at all times, and must be provided a safe work environment. If a work-related injury or illness occurs, a ***Supervisor’s Report of Employee Injury*** must be submitted to the Office of Human Resources as soon as possible.
6. The Unit 3 Collective Bargaining Agreement (Article 12) gives volunteers preference for work *after* probationary and tenured faculty, but *before* temporary faculty (i.e., Lecturers). Any questions about this priority order should be addressed to the Office of Faculty Affairs *prior to* the commencement of any voluntary work.
7. Faculty employees accepting instructional assignments in excess of the following Weighted Teaching Units (WTU) are required to sign the Faculty Volunteer Form:
 - Fall Semester: 12.0 WTU (Tenured or Tenure-track)* or 15.0 WTU (Temporary Lecturers)
 - Spring Semester: 12.0 WTU (Tenured or Tenure-track) or 15.0 WTU (Temporary Lecturers)
 - Academic Year: 24.0 WTU (Tenured or Tenure-track) 30.0 WTU (Temporary Lecturers)

*An overload for a Tenured or Tenure-track faculty member is established in Spring based on the full AY appointment.
8. The Unit 3 Collective Bargaining Agreement contains *no provisions for paid overloads*. Faculty must either accept the overload as a voluntary assignment, or decline the additional work.
9. University staff employees represented by other bargaining units may be subject to certain contractual restrictions. Questions concerning such matters should be resolved (in consultation with the Office of Human Resources) before the commencement of the voluntary work. Both staff employees and MPPs considering a voluntary assignment must consult with their appropriate supervisor or administrative superior well in advance. While such contributed services are *voluntary*, they may not conflict with the employee’s primary job responsibilities, work schedule, or other institutional obligations.