



SACRAMENTO STATE

Adjunct Faculty Appointment Form

Office of Human Resources

INSTRUCTIONS: Please complete form and submit to HR-Academic Personnel at Campus Zip 6032 or hand deliver to Del Norte Hall Suite 3009 (Faxed Forms are not accepted).

Please see Section 6.12 of the UARTP Policy ([click here](#)) before completing this form.

BACKGROUND CHECK is required prior to commencing work.

*** REQUIRED FIELD**

Volunteer Information

*Last Name: _____ *First Name: _____ Middle Initial: _____

*Phone Number: _____ SacState/EMPL ID: _____

Are you a current Sacramento State:

Faculty Staff Student CalPERS Retired Annuitant MPP No Affiliation

*Are you under age 18? Yes No *Date of Birth: (mm/dd/yyyy) _____

*Social Security Number: _____

*Mailing Address: _____
Street City Zip Code

Permanent Address: _____
(If different from above) Street City Zip Code

Email Address: _____

Emergency Contact: _____ Phone Number: _____

Please answer the following questions as they relate to your volunteer position:

Are you receiving credit for a certification? Yes No

Are you receiving academic or internship credit? Yes No

Are you receiving pay or any other compensation? Yes No

Are you a current independent contractor or special consultant with Sacramento State? Yes No

Description of Volunteer Services- Department/College

*Supervisor's Name: _____ Supervisor's Title: _____

*Department Name: _____ *Campus Zip: _____

*Supervisor's Phone Number: _____ Email: _____

*Volunteer Dates: _____ through _____

*Will the volunteer need to drive a University vehicle on University Business? (Defensive driving course required) Yes No

Description of Duties: Section 6.12 of the UARTP Policy restricts use of this classification to four categories.

*Category: _____ Collaborator in research and/or teaching
 _____ Assistant to Instructor
 _____ Field Work Supervisor
 _____ Instructor of Record

*Detailed Description of Duties: (Attach current resume/CV with this form)

Volunteer Certification

This is to acknowledge that I desire to volunteer my services, performing duties as outlined above, and that services rendered by me will be at the direction of the department chair. I understand that I will not be compensated for these services.

I acknowledge that this appointment is contingent upon the successful completion of a background check (including a criminal records check). Failure to satisfactorily complete the background check may affect the status of this appointment.

Confidentiality of Records: I acknowledge that information contained in Student Financial and Human Resources records for Sacramento State students, employees, volunteers and alumni must be maintained in a confidential manner. I understand that as a volunteer of an office that has access to records in computer information systems or any other source, I am required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information in any such system may compromise the integrity of the system or otherwise violate individual rights of privacy and/or constitute a criminal act. Distribution and/or reproduction of any record or information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this information is punishable by fine and/or imprisonment. Further, I understand University computer systems are for the use of authorized use only. I acknowledge and agree to the preceding confidentiality.

*Signature:

*Date:

Approval (Signatures)

Dept. Chair/Administrator Signature

*Date

Dean/Administrator Signature

*Date

SAMPLE LETTER APPOINTING AN ADJUNCT FACULTY

SacState/EMPL ID: _____

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Dear @:

Based upon the recommendation of _____, Chair, Department of _____, I am pleased to appoint you as Adjunct Faculty in the Department of _____ at California State University, Sacramento for the period of _____ through _____. A copy of our policy on adjunct faculty appointments is attached.

This appointment is contingent upon the successful completion of a background check. More information will be sent to you including information with regard to the background check. We reserve the right to end your appointment should the results of the background check not be successful.

Although our adjunct faculty are not salaried, you will be considered an employee of the University for purposes of Worker's Compensation and State liability coverage. To ensure this coverage, please sign the enclosed Adjunct Faculty Appointment Form and return it to my office.

Your adjunct faculty status entitles you to University privileges. Upon presentation of this letter to the OneCard Office, located in Lassen Hall 1001, you will be issued an I.D. ("OneCard") card reflecting your adjunct faculty status.

We are confident that your affiliation with California State University, Sacramento will be beneficial to our faculty and students and we sincerely hope that your experience here will also be productive and rewarding to you personally. We look forward to our association with you.

Sincerely,

_____, Dean

Enclosure

c. Department Chair
Office of Academic Personnel

6.12 Appointment of Adjunct Faculty

A. When it has been demonstrated that an individual in the community has particular competencies which will enhance and benefit the education program of the university, such a person may be made a volunteer employee with the title of adjunct faculty.

B. Adjunct appointments may be made for persons fulfilling the following roles:

1. Collaborators in Research or Teaching or Both:

The university recognizes that there may be professional scientists, scholars, creative artists, emeritus faculty, teachers, etc., in the community, who have a close working relationship with the faculty of the university, and that in certain instances it would be valuable to the university to formalize that relationship by an appointment as an adjunct instructor or adjunct professor. When such appointments are made in connection with grant-supported research, the principal investigator for the project shall be a full-time or part-time faculty member.

2. Assistants to Instructors:

Adjunct appointments may be made to provide uncompensated assistance to a full-time faculty member in the execution of a teaching assignment. In such cases the assistant shall not become the instructor of record and shall not assume instructional responsibilities such as planning, determining requirements, and assigning grades that define the course or courses in which the assistance is to be provided.

3. Field Work Supervisors:

Although neither field work supervisors nor project supervisors are generally considered eligible for adjunct professorships, it may be desirable occasionally to recognize certain professionals in the community agencies who assist in critical ways to place or supervise students with an appointment as an adjunct instructor or adjunct professor, as appropriate. When such an appointment is contemplated, the college dean shall investigate thoroughly and certify both the qualifications of the appointee and the value that the arrangement will have for the institution. Such supervisors shall possess qualifications equivalent to those required for an appointment to a full-time or part-time faculty position.

4. Instructor of Record: Please see Section C. 1.-7 immediately below.

C. Adjunct faculty may serve as instructors of record in selected circumstances. Adjunct faculty may possess special and unique expertise not possessed by currently or recently employed part-time and full-time temporary faculty or currently employed full-time probationary and permanent faculty. Adjunct faculty may be appointed as instructors of record using the following guidelines:

1. Appointees shall possess special and unique expertise directly and immediately related to the topics defining the course to be taught.
2. Each appointment shall in general be limited to a single class per semester during the year of appointment.
3. Each recommendation for an appointment shall be considered and adopted by the appropriate department committee, if any, and/or the Chair of the Primary unit in which the appointee will serve.
4. Prior to reappointment an evaluation of performance shall be conducted and the results reviewed by the pertinent primary unit under the standards and procedures that the primary unit applies to the evaluation to of part-time temporary faculty.
5. The recommendations to appoint or reappoint written statement of reasons, including an evaluation of performance in the case of subsequent appointment.
6. The authority to appoint shall not be exercised in a way that results in the appointment as volunteers of persons whose qualifications are ordinarily available among those seeking currently in the part-time or full-time employment applicant pool.
7. Appointments or reappointments shall not be made to any but those persons who cannot or will not accept a compensated appointment.

D. Such appointees shall be granted certain faculty privileges such as the issuance of a faculty identification card, use of the library, and eligibility to purchase a faculty parking sticker, and workers' compensation coverage.

The use of laboratory facilities may be authorized when appropriate, and office space may be assigned when available. However, the use of campus facilities by such appointees shall not interfere in any way with the instructional program or the teaching and research of faculty holding full-time or part-time appointments.

E. The following guidelines shall apply to the appointment of adjunct faculty:

1. Each appointment shall be to the mutual benefit of the appointee and the university.

2. Recommendations for appointment shall originate in the departments and receive the same review of qualifications as required for a full-time or part-time faculty appointment.

a. A person appointed shall have qualifications equal to those of full-time or part-time faculty or shall possess special and unique qualifications germane to the assignment. The appointment title shall be appropriate to the individual's qualifications (e.g., Adjunct Professor, Adjunct Associate Professor, etc.).

b. A request for an adjunct appointment shall include a resumé, a full explanation of duties to be performed during the time of appointment, and an explanation of the mutual benefit of the appointment.

3. Authority to appoint adjunct faculty has been delegated to the deans of the colleges by the President. Adjunct appointments shall be carefully considered and shall be fully justified in writing by the college dean concerned. General supervision of such appointees shall be the responsibility of the college dean.

4. Except for appointments made pursuant to Section 6.12 C, appointments may be for terms ranging from one semester to a maximum of two years. Appointments shall be renewed only after review and by mutual consent.

F. For purposes of keeping records, copies of all adjunct faculty appointment letters shall be sent to the Provost and Vice President for Academic Affairs and the Vice President for Human Resources.