



SACRAMENTO  
STATE

## Adjunct (Volunteer )Faculty Appointment Form

Office of Faculty Affairs

**INSTRUCTIONS:** Send completed appointment form and Limited Reporter Acknowledgment form to the Office of Faculty Affairs (OFA), [facultyaffairs@csus.edu](mailto:facultyaffairs@csus.edu) or via campus mail to zip 6136. 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: _____ Sac State Campus ID: _____	
Are you a current Sacramento State:	
Faculty      Staff      Student      CalPERS Retired Annuitant      MPP      No Affiliation	
*Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No      *Date of Birth: (mm/dd/yyyy) _____	
*Last 4 of SSN: _____	
*Mailing Address: _____	
Street      City      Zip Code	
Permanent Address: _____	
(If different from above) Street      City      Zip Code	
Email Address: _____	
Emergency Contact: _____ Phone Number: _____	
<b>Please answer the following questions as they relate to your volunteer position:</b>	
Are you receiving credit for a certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you receiving academic or internship credit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you receiving pay or any other compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a current independent contractor or special consultant with Sacramento State? <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Yes <input type="checkbox"/> 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

**STATEMENT ACKNOWLEDGING REQUIREMENT  
TO REPORT CHILD ABUSE AND NEGLECT  
[USE FOR LIMITED REPORTERS ONLY]**

INSTRUCTIONS FOR HUMAN RESOURCES: Provide this form, as well as Attachments A and B of Executive Order 1083, to employees who are identified as Limited Reporters\*. Retain the completed form in the employee's official personnel file.

\*Exception: Non-Management Personnel Plan employees hired prior to January 1, 1985

California law requires certain people, known as "Mandated Reporters," to report known or suspected child abuse or neglect. You have been identified as a certain type of Mandated Reporter: a Limited Reporter under Penal Code § 11165.7(a)(41). As a Mandated Reporter, you are required by the law to sign this statement acknowledging your legal reporting obligations.

A copy of the relevant provisions of the law explaining the definition of "Mandated Reporter" (Penal Code § 11165.7), the reporting obligations (Penal Code § 11166), penalty for failure to report abuse or impeding report (Penal Code § 11166.01), the contents of the reports, and the confidentiality of the Mandated Reporter's identity (Penal Code § 11167) is attached.

Online training is available to you at the [Learning Management System](#) (under keyword search "Mandated Reporter").

**While it is not required, we strongly encourage you to take the training.**

**WHEN REPORTING ABUSE IS REQUIRED**

As a Limited Reporter, whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect ***on CSU premises or at an official activity of, or program conducted by, the CSU***, you must report the suspected incident (Penal Code §§ 11166(a) and 11165.7(a)(41)).

**PROCEDURE FOR REPORTING**

To make a report, you **must** do the following:

- ***Immediately, or as soon as practically possible***, contact by phone one of the following: police or sheriff's department (including campus police but not including a school district police or security department); a county probation department (if designated by the county to receive mandated reports); or the county welfare department (Child Protective Services or CPS).
- ***Within 36 hours of receiving the information concerning the incident***: complete Form SS 8572 (included as Attachment E; [Form SS 8572](#) and [instructions for completing the form](#) are also available at the State of California Department of Justice website); and send, fax or electronically transmit it to the agency that was contacted by phone (Penal Code § 11166(a)).

Names and contact information for agencies that can accept reports are available online at the following hyperlinks:

- [California State University Police Departments \(by campus\)](#)
- [Child Protective Services \(by county\)](#)
- [Sheriffs' Departments \(by county\)](#)

**Note:** Reporting to a supervisor, a coworker, or other person is not a substitute for making a mandated report to one of the agencies listed above.

### **ABUSE AND NEGLECT THAT MUST BE REPORTED**

**Physical abuse**, meaning physical injury other than by accidental means inflicted on a child (Penal Code § 11165.6).

**Sexual assault**, including sex acts with a child, intentional masturbation in the presence of a child, child molestation, and lewd or lascivious acts with a child under 14 years of age or with a child under 16 years of age if the other person is at least ten years older than the child (Penal Code § 11165.1(a)(b)).

**Sexual exploitation**, including acts relating to child pornography, child prostitution, or performances involving obscene sexual conduct by a child (Penal Code § 11165.1(c)).

**Statutory rape** involving sexual intercourse between a child under 16 years of age and a person 21 years of age or older, which is also a form of “sexual assault” (Penal Code § 11165.1(a)).

**Neglect**, meaning the negligent treatment or maltreatment of a child by a parent, guardian or caretaker under circumstances indicating harm or threatened harm to the child’s health or welfare (Penal Code § 11165.2).

**Willful harming or injuring or endangering a child**, meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child’s health is endangered (Penal Code § 11165.3).

**Unlawful corporal punishment**, meaning a situation in which any person willfully inflicts upon a child cruel or inhuman corporal punishment or a physical injury (Penal Code § 11165.4).

### **WHAT IS NOT CHILD ABUSE OR NEGLECT?**

The law does **not** consider the following child abuse or neglect for reporting purposes:

- Injuries caused by two children fighting during a mutual altercation (Penal Code § 11165.6)
- Voluntary sex acts, if there are no indicators of abuse, unless that conduct is between a person who is 21 years of age or older and a minor who is under 16 years of age (Penal Code § 11165.1(a))
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment (Penal Code § 11165.6)
- Reasonable and necessary force used by public school officials to quell a disturbance threatening physical injury to person or damage to property, for self-defense, or to obtain possession of weapons or other dangerous objects under a child’s control (Penal Code § 11165.4)
- Corporal punishment, unless it is cruel or inhumane or willfully inflicts a physical injury (Penal Code § 11165.4)

- Not receiving medical treatment for religious reasons (Penal Code § 11165.2(b))
- Acts performed for a valid medical purpose (Penal Code § 11165.1(b)(3))
- An informed and appropriate medical decision made by a parent or parent, guardian or caretaker after consultation with a physician who has examined the child (Penal Code § 11165.2(b))

**IMMUNITY AND CONFIDENTIALITY OF REPORTER**

Mandated Reporters cannot be held civilly or criminally liable for their reports. Instead, they enjoy immunity from prosecution for their reporting of suspected child abuse (Penal Code § 11172(a)). Both the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies (Penal Code § 11167(d)).

**PENALTY FOR FAILURE TO REPORT ABUSE OR IMPEDING REPORT**

A Mandated Reporter who fails to make a required report of abuse, or any administrator or supervisor who impedes or inhibits a report, is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1,000, or both (Penal Code Section 11166(c) and Section 11166.01(a)). Where the abuse results in death or great bodily injury, the Mandated Reporter who fails to make a required report or administrator or supervisor who impeded or inhibited the report is subject to punishment of up to one year in jail, a fine of \$5,000, or both (Penal Code Section 11166.01(b)).

**ACKNOWLEDGMENT**

I acknowledge being provided with copies of Penal Code Sections 11165.7, 11166, 11166.01, and 11167. I acknowledge and understand my responsibility and legal obligation to report known or suspected child abuse or neglect in compliance with Penal Code Section 11166.

Employee's Name: \_\_\_\_\_

Dept.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SAMPLE LETTER APPOINTING AN ADJUNCT FACULTY

Sac State Campus ID: \_\_\_\_\_

@  
@  
@  
@

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. In addition, you are required to complete any trainings assigned to you in relation to the nature of your adjunct appointment.

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.

CSU policy states that all volunteers are Limited Reporters under Executive Order 1083 Revised July 21, 2017. You are required to complete the attached Statement Acknowledging Requirement to Report Child Abuse and Neglect form and submit it with the appointment form to my office. You can find more information at <http://www.calstate.edu/eo/eo-1083-rev-7-21-17.html>.

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 Faculty Affairs

## 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.

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 shall contain a 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.