



Date: September 3, 2018

To: Veena Prabhu
Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
Sharon H. Ulanoff
Faculty Policy Committee

Copies: M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio

Subject: **Proposed Modifications for Chapter VI of the *Faculty Handbook***
FPC 17-19: Volunteer Faculty

At its meeting on March 5, 2018, Faculty Policy Committee voted to approve changes to FPC 17-19: Volunteer Faculty as part of our consent agenda. The changes are described below.

FPC 17-19: Volunteer Faculty

- Line 17: This language adds that volunteer faculty hold office hours according to the office hour policy rather than a specific amount of time per unit in order to align it with current policy.
- Lines 22-28: Replaces quarter with semester.
- Lines 28-29: This language specifies when volunteer faculty are reviewed.
- Lines 36-42: Replaces quarter with semester.

1 **Volunteer Faculty**

2 (Senate: 3/3/87; 7/25/88; Editorial Amendment: 9/00, 8/01)

3 In cases when the University may benefit from the appointment of professional persons on a voluntary basis,
4 such persons will be designated as volunteer faculty.

5 **Appointment.** Upon initial appointment, volunteer faculty shall be provided with information on applicable
6 faculty rights and responsibilities. Volunteer faculty shall be provided with written statements from the
7 department/division chair or school director, or college dean specifying, as far as can be determined in
8 advance, the scope of responsibilities such as: courses to be taught, class size, schedule, other requirements
9 for the assignments, department/division/school policies on evaluation of faculty; and the possibility of
10 cancellation of appointment. The selection and procedures for appointment of volunteer faculty will be
11 conducted in the same manner as for part-time faculty. Official personnel files for all volunteer faculty
12 members shall be maintained in the office of the college dean. Volunteer faculty shall have the same rights in
13 regard to their files as probationary and tenured faculty.

14 **Working Conditions.** Since the teaching responsibilities of volunteer faculty are the same as those of the
15 regular faculty insofar as their courses are concerned, they should be provided with facilities and services
16 consistent with the performance of their duties. Volunteer faculty shall schedule regular office hours of no less
17 than 15 minutes per week per unit taught. ACCORDING TO THE OFFICE HOUR POLICY.

18 Volunteer faculty shall have participatory rights in department/division/school meetings except that
19 participation and voting rights shall be subject to department/division/school, college, and university
20 regulations. Volunteer faculty are encouraged but may not be required to attend such meetings.

21 **Subsequent Appointments.**

22 **1. Subsequent Appointment.** Volunteer faculty are appointed without acquisition of the right for subsequent
23 appointment. Subsequent appointments may be made subject to department/division/school need.
24 Volunteer faculty on one quarter SEMESTER appointments shall be reviewed prior to each subsequent
25 appointment by the department/division chair or school director, and at least once annually by a
26 department/division/school personnel committee, except where department/division/school hiring
27 patterns make this procedure impracticable. Where such patterns exist, the volunteer faculty member
28 shall be reviewed during the first quarter SEMESTER of employment following the quarter of last review,
29 except that AND no faculty member shall be reviewed more than once annually by
30 department/division/school personnel committees. Volunteer faculty members shall be invited to submit
31 cumulative vitae covering their off-campus employment and other professional activity during the period
32 following their last review. The evaluation of volunteer faculty by department/division/school personnel
33 committees shall, when feasible, include provisions for student input regarding instructional performance.
34 The volunteer faculty member shall be informed in writing of the results of each such evaluation by the
35 chair of the personnel committee.

36 **2. Notice of Prospects for Subsequent Appointment.** Whenever possible, volunteer faculty on one-quarter
37 SEMESTER appointments shall receive from the department/division chair or school director written or
38 oral notice one month before the following quarter SEMESTER, informing them of their prospects for
39 appointment in the next quarter SEMESTER. Whenever possible, volunteer faculty on annual appointments
40 shall receive from the department/division chair or school director written or oral notice one quarter
41 SEMESTER before the terminal date of their appointment, informing them of their prospects for
42 appointment in the next quarter SEMESTER or academic year.

