

# Process Guide for Volunteer Appointments for Academic Personnel

(faculty and academic professional appointments without benefits or remuneration)

Arizona Board of Regents definition of Volunteer Faculty Members in *Conditions of Faculty Service*: [6-201.C.23](#)

Volunteer academic personnel are those individuals who voluntarily provide substantial and significant services to the university as preceptors, teachers or researchers on whom the university wishes to confer a faculty or academic professional title to reflect the contributions these individuals make.

Adobe Sign, Adobe Certificate, DocuSign, and cursive fonts should not be used to sign forms or letters. JPEG signatures are accepted.

**Step 1. Initial request.** Requests for volunteer academic personnel appointments are sent to the Vice Provost for Academic Personnel (henceforth VP) by email, typically from the dean, with the following:

- a. CV of the individual
- b. Justification for why the individual should receive a volunteer academic personnel position
- c. Justification for the requested rank (i.e. why professor rather than professor of practice)
- d. If approved, the VP confirms approval to proceed via email.

**Step 2. VP signature.** If approved to proceed, the following happens:

- a. The college staff sends a draft letter to the provost office staff for the VP's signature.
- b. Subsequently, the provost office staff obtains the VP's signature and sends the signed copy back to the college.

**Step 3. Faculty signature and ASU ID.**

- a. College staff obtains the volunteer academic personnel member's signature on the letter.
- b. If the individual does not already have a courtesy affiliate ID number, the college staff creates the volunteer academic personnel member's courtesy affiliate ID in PeopleSoft on the *Sub Affiliations* tab in *Person Affiliation*.
- c. College staff sends the fully signed letter, ASU ID number, and department ID number to the provost office staff.

**Step 4. Online form.** College staff will direct the volunteer academic personnel member to fill out the "General Volunteers" [online form](#). A copy of the executed form is kept in the unit.

**Step 5. Sub-affiliation code.** Provost office staff will apply the sub-affiliation code in *Person Affiliation*. Please note:

- a. The college admin will be listed as the sponsor.
- b. The end date will be on June 30, about 5 years from the effective date.\*

\*Although volunteer academic personnel are at-will appointments, the college should review the appointments on an annual basis and notify the provost office staff of anyone that needs to be terminated (no new letter needed for those who are already in *PeopleSoft* with a volunteer academic personnel sub-affiliation).

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## CODES CURRENTLY IN USE

The following sub-affiliation codes have already been established; new ones may be created with the approval of the vice provost for academic personnel.

### **Volunteer faculty sub-affiliation codes:**

- VCAP: Clinical Associate Professor
- VCLP: Clinical Professor
- VPOP: Professor of Practice
- VPRO: Professor
- VFAC: Research Assistant Professor
- VRAP: Research Associate Professor
- VREP: Research Professor

### **Volunteer academic professional sub-affiliation codes:**

- VARS: Associate Research Scientist