

Process Guide for Creating Volunteer Faculty Appointments

(faculty appointments without benefits or remuneration)

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

Volunteer faculty 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 title to reflect the contributions these individuals make.

Step 1. Initial request. Requests for volunteer faculty 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 faculty position
- c. Justification for the requested rank (i.e. why professor rather than professor of practice)

If approved, the VP confirms approval to proceed via email.

Step 2. VP signature. If approved to proceed,

- 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 signature and sends the signed copy back to the college.

Step 3. Faculty signature and additional information.

- a. College staff obtains the volunteer faculty 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 faculty member's courtesy affiliate ID in *PeopleSoft* on the *Sub Affiliations* tab in *Person Affiliation*.
- c. College staff sends the fully signed letter, faculty ID number, and department ID number to the provost office staff.

Step 4. Online form. College staff will direct the volunteer faculty 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 academic unit will be listed as the sponsor.
- b. The end date will be on June 30, about 5 years from the effective date.*

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* Although volunteer faculty 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 the volunteer faculty sub-affiliation).

Volunteer faculty sub-affiliation codes:

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