

# Process Guide for Volunteer Academic Appointments

(faculty and academic professional appointments without benefits or remuneration)

Arizona Board of Regents policies governing volunteer academic appointments can be found in the ABOR policy manual under [6-201.C.23](#).

Adobe Sign, Adobe Certificate, DocuSign, and cursive fonts should not be used to sign forms or letters. Pen-and-ink signatures or JPEGs thereof are accepted.

**Step 1. Initial request.** Requests for volunteer faculty or academic professional appointments are sent to the Vice Provost for Academic Personnel (VPAP) 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 or academic professional position
- c. Justification for the requested rank (e.g., why research professor rather than professor of practice)
- d. If approved, the VPAP confirms approval to proceed via email

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

- a. The college staff member sends a draft letter to the provost office academic personnel staff member for the VPAP's signature. Include the email that shows VPAP approval and the candidate's CV.
- b. The provost office academic personnel staff member obtains the VPAP's signature and sends the signed copy back to the college.

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

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

**Step 4. Register Volunteer with Office of Risk Management.**

College staff member will assist the volunteer faculty member or academic professional to fill out the Volunteer Form and Waiver and will complete the Volunteer Activity Registry. Details on these processes can be found here:

<https://cfo.asu.edu/volunteer-insurance-services>.

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

- a. The college dean's office designated contact for academic personnel actions will be listed as the sponsor.
- b. The end date will be June 30 of the fifth year of the appointment.\*

\*Although volunteer academic personnel are at-will appointees, the college should review the appointments on an annual basis and notify the provost office academic personnel staff member if any volunteer faculty or academic professionals need to be terminated.

**Extensions.** To extend the end date of a volunteer faculty member or academic professional appointment, send an email to the designated provost office academic personnel staff member with the following information: 1) name of the individual, 2) ASU ID of the individual, 3) new end date.

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## CODES CURRENTLY IN USE

The following faculty and academic professional sub-affiliation codes have already been established; new codes 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
- VAPR: Associate Professor
- VFAC: Research Assistant Professor
- VRAP: Research Associate Professor
- VREP: Research Professor

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

- VARS: Associate Research Scientist