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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: February 3, 2019

To: Veena Prabhu
Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
Faculty Policy Committee

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

Subject: **Proposed Policy Modification for Chapter VI of the *Faculty Handbook*
FPC 18-5 Volunteer Faculty**

Faculty Policy Committee discussed FPC 18-5: Volunteer Faculty at its meeting on November 5, 2019 in order to align this policy with the policy on Voting Rights for Faculty. On November 5, 2018, FPC voted to approve policy modification FPC 18-5: Volunteer Faculty. The changes are described below.

Lines 21: This language is deleted and addressed in lines 22-23.

Line 19: This language clarifies line 21 and refers to the policy on Voting Rights for Faculty, which specifies voting rights for volunteer faculty (no voting rights).

1 **Volunteer Faculty**

2 (Senate: 3/3/87; 7/25/88, 9/25/18; President: 10/15/18; Editorial Amendment: 9/00, 8/01)

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

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

13 Official personnel files for all volunteer faculty members shall be maintained in the office of the
14 college dean. Volunteer faculty shall have the same rights in regard to their files as
15 probationary and tenured faculty.

16 **Working Conditions.** Since the teaching responsibilities of volunteer faculty are the same as
17 those of the regular faculty insofar as their courses are concerned, they should be provided
18 with facilities and services consistent with the performance of their duties. Volunteer faculty
19 shall schedule regular office hours according to the Office Hour Policy.

20 Volunteer faculty shall have participatory rights in department/division/school meetings,
21 except that participation and voting rights shall be subject to department/division/school,
22 college, and university regulations. Volunteer faculty are encouraged but may not be required
23 to attend such meetings. VOTING RIGHTS FOR VOLUNTEER FACULTY ARE OUTLINED IN THE
24 POLICY ON VOTING RIGHTS.

25 **Subsequent Appointments.**

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

38 department/division/school personnel committees shall, when feasible, include
39 provisions for student input regarding instructional performance. The volunteer faculty
40 member shall be informed in writing of the results of each such evaluation by the chair
41 of the personnel committee.

42 2. **Notice of Prospects for Subsequent Appointment.** Whenever possible, volunteer
43 faculty on one-semester appointments shall receive from the department/division chair
44 or school director written or oral notice one month before the following semester,
45 informing them of their prospects for appointment in the next semester. Whenever
46 possible, volunteer faculty on annual appointments shall receive from the
47 department/division chair or school director written or oral notice one semester before
48 the terminal date of their appointment, informing them of their prospects for
49 appointment in the next semester or academic year.