

1. **Voluntary faculty**

- a. designation defined by the faculty manual
- b. can be paid or unpaid
- c. If paid—need additional processing including I-9
- d. Can't retroactively decide to pay someone when they are in non-paid status
- e. Note: if a person was previously in paid status (eg was on faculty, resigned faculty position and then brought on in as voluntary), they will have already done an I-9 etc and won't need to redo. In this circumstance we will need a chair's memo defining change in status and also a business justification for any particular transaction

2. **Voluntary faculty and Appointment / Promotion and Tenure**

- a. APT – Promotions and initial appointments to rank of professor must go through APT committee and the committee reviews consistent with the voluntary faculty manual;
- b. There is a clear expectation that the rank of voluntary professor should be linked to scholarly activity (can be research or teaching with recognition of service as well)
- c. The APT committee looks closely at these; the following recommendations may increase successful application
 - i. Full, clear and detailed chair memo about role and reason for the request for professor level; Note—very short letters (eg a few sentences) are perceived poorly by the committee
 - ii. Career assessments / personal statements are not required by the voluntary faculty manual but are highly recommended by the APT committee; the committee is better able to put the request in context

3. **Transcripts**

- a. The institution requires proof of “highest” degree for every faculty member we bring on board. This applies to FT/PT Faculty and Paid Voluntary.
- b. Original paper copies with primary source verification (directly from the granting institution) must be on file for legal purposes.
- c. We do not accept scanned or electronic copies from the universities.
- d. We do not accept verification from “services” or third parties who have verified (eg services that verify degrees for licensing)
- a. The request for transcripts is written in each offer and/or appointment letter as well as where to mail them to.

4. **Research effort**

- a. Departments should be mindful of effort reporting when it comes to research dollars, specifically as it pertains to requests for 100% of salary on 6-accounts (which implies 100% of time on research effort)
- b. It is not usually the case that someone spends 100% of time for a prolonged period on effort that can be grant supported. Most everyone does service (committees) or grant writing etc. that can't be supported by grant funds.

- c. Thus, be aware that faculty salary requests that display 100% of salary on a sponsored account. It is the usual expectation that at least 5% of salary (and effort) are funded by the department

5. **Nonreappointments**

- a. For funding vs. for performance
 - b. Templates for letters will be posted
 - c. Need a cv as well as the letters
6. **RAC**—added 1 additional question to the 9 (for space). Will update on our website as soon as we have it.
7. **ARIBA** implementation for faculty hires-went well so far. Should help with process. Working down the backlog of postings. We are aware we need to continue to improve this process and the timing. Will continue to update on progress.

Questions

- We have a Research Assistant Professor—100% funded research professor. Followed up on topic and answer from above. Research service is scrutinizing 100% requests; 5% of effort needs to be on department based accounts; to avoid violations on external audits if they occur
- Paid voluntary faculty member: A faculty member ended appointment as clinical assistant professor in August—transitioned to unpaid voluntary; now in February want to pay her. What do we need? 1) Chair memo describing change in status; and 2) bjf for actual payments; 3) don't need new paperwork—only have to do I-9 and salary paperwork once.
- Do we need ARP form for all ranks of Voluntary Faculty? Yes. Then we may need updating on the form to include recommended rank—voluntary assistant professor.