

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE  
REPORT TO  
THE ACADEMIC SENATE  
**FA-002-234**  
**Review of Policy 1303**

Faculty Affairs Committee

Date: 8/30/2023

Executive Committee  
Received and Forwarded

Date: 11/15/2023

Academic Senate

Date: 12/06/2023  
First Reading  
02/14/2024  
Second Reading

**Referral**

Review of Policy 1303 Appointment of Volunteer Faculty and Support Staff

**Background**

This referral is requesting a review of Policy 1303. According to the policy, the appointment of volunteer faculty and support staff are individuals who perform work or provide services without compensation whether on an on-going basis or for a short-term event. Volunteers are appointed by use of Volunteer Identification Form which must be kept on file in the appointing department for approximately one year.

Policy 1303 previously existed on the University Manual (UM 301.23). The policy is currently visible on the Academic Manual. There is no record of Policy 1303 being adopted by the Academic Senate or approved by the President. This referral is requesting a review of Policy 1303 to determine the policy's validity and relevancy of public listing on the Academic Manual. No prior Academic Senate report is available for review.

Additionally, the referral requests discussion on deconsolidating the appointment of volunteer faculty and support staff within the same policy. If determined by the Faculty Affairs Committee to deconsolidate the policy, then another referral should be generated to request individual policies for the appointment of volunteer faculty and support staff.

**Resources**

Consulted:

Jill Hargis, Interim AVP Faculty Affairs

Not Consulted:

CFA Pomona Chapter President

CFA Pomona Faculty Rights Committee

**Discussion**

The FAC discussed this at length and the requested more information from faculty affairs. Interim AVPFA provided two links (below) showing that CSU HR already has a comprehensive policy on volunteers and that CPP's risk management is responsible for our volunteers.

<https://www.cpp.edu/rms/risk-management-programs/volunteers.shtml>

<https://www.calstate.edu/HRAdm/pdf2015/HR2015-10.pdf>

**Recommendation**

The FAC agreed that the CSU and CPP policy and forms were sufficient and that there is no reason to have a senate policy on the matter.