



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	8/30/2023
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-002-234
Title of Referral:	<b>Review of Policy 1303 Appointment of Volunteer Faculty and Support Staff</b>
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:  None.  For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	2/7/2024

**1.Name**

Keith Forward and Casandra Horner

**2.Email**

kmforward@cpp.edu; clhorner@cpp.edu

**3.Title of Referral**

Review of Policy 1303 Appointment of Volunteer Faculty and Support Staff

**4.Names and Titles of proponents**

Keith Forward, Interim AVP Academic Programs and Associate Professor  
Casandra Horner, Administrative Support Coordinator

**5.Keywords**

Policy, 1303, appointment, volunteer, faculty, support, staff

**6.Is there a deadline by when this referral needs to be considered by the Academic Senate?**

Yes

**7.Deadline Date**

1/31/2024

**8.Justification for deadline**

To ensure that the Academic Manual reflect approved policies.

**9.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.

#### 10. Recommended Resources

Jill Hargis, Interim AVP Faculty Affairs  
CFA Pomona Chapter President  
CFA Pomona Faculty Rights Committee

#### 11. Attachments

University Manual Presentation (2009/2010)



University Manual  
Project\_senate Presen