**3356-10-09 Voluntary services adjunct faculty.**

Responsible Division/Office: Office of Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: June 1999; March 2007; December 2011; September 2017; December 2022

Board Committee: Academic Excellence and Student Success

**Effective Date:** **December 9, 2022**

Next Review: 2027

(A) Policy statement. Youngstown state university (YSU) encourages the affiliation of non-university individuals engaged in appropriate professional activity as voluntary services adjunct faculty.

(B) Definition. “Voluntary services adjunct faculty” are professionals employed by cooperating organizations or agencies who provide onsite assistance for the various university programs that require students to gain experience in clinical research or field settings.

(C) Parameters.

(1) Designation as voluntary services adjunct faculty includes no regular teaching assignments in the university nor compensation by the university.

(2) Prospective voluntary services adjunct faculty must have adequate experience, qualifications, and training for the task(s) they will be performing.

(3) Prospective voluntary services adjunct faculty must successfully complete all applicable background checks.

(4) The chair of the department in which the appointment is requested, or designee, in cooperation with the dean of the college, are responsible for the review of credentials and the nomination of voluntary services adjunct faculty to the provost. Offers of appointment as voluntary services adjunct faculty are the responsibility of the provost/vice president for academic affairs. While appointment is normally for a term of one year, the provost/ vice president for academic affairs may extend an appointment to three years when appropriate justification is provided.

(5) Suitable recognition may be given to voluntary services adjunct faculty and the agency in which they are employed.

(6) Voluntary services adjunct faculty will have access to university facilities and, at the request of the appropriate chair and/or dean, be provided with a YSU ID card, parking pass, and YSU e-mail address. At the request of the appropriate department chair and/or dean and approval from the executive director of facilities, the voluntary services adjunct faculty will be provided with building/ office keys. Usual and customary charges for the use of university facilities and services may apply; and if so, are the responsibility of voluntary services adjunct faculty.

(D) Procedures. Voluntary services adjunct faculty cannot provide onsite assistance until the “Voluntary Services Adjunct Faculty Request Form” has been fully executed, all necessary documentation has been provided and all necessary reviews and approvals have been completed.

(1) An individual seeking to provide onsite assistance for the university as voluntary services adjunct faculty will be required to complete the “Voluntary Services Adjunct Faculty Request Form.” The individual will forward the completed form, along with a current resume or curriculum vita to the appropriate department chair, or designee. The form will also be forwarded to the appropriate college dean. The individual will also be required to complete a “Release for Background Information” and submit to the human resources secure e-mail.

(2) The dean will review and approve or deny in writing the “Voluntary Services Adjunct Faculty Request Form.” Prior to approval, the dean may return the form for modification and/or clarification. Once approved, the dean will forward the form to the office of academic affairs. Once approved, the provost/vice president for academic affairs will forward the form to human resources. If the form is denied by the dean or provost/vice president for academic affairs, it will be returned to the department chair, or designee.

(3) Human resources will complete an independent background investigation and review the submitted documents for completion and accuracy.

(4) Review of the “Voluntary Services Adjunct Faculty Request Form” may require the review and approval of the chief human resources officer (CHRO), or designee. The CHRO, or designee, will approve or deny voluntary services adjunct faculty status based on the independent background investigation results and/or mandatory background question results.

(E) Voluntary services adjunct faculty responsibilities. Voluntary services adjunct faculty must comply with all applicable university policies, procedures and all regulations governing their actions, including but not limited to those relating to standards of conduct, safety, confidentiality, protected health and student information, the use of university computers and resources, financial responsibility, substance abuse, discrimination/ harassment, and sexual misconduct.

(F) Department responsibilities.

(1) Assess the services and individual to ensure the individual has adequate experience, qualifications, and training for the services to be provided.

(2) Ensure the services to be provided are directly related to the business of the university.

(3) Assist the individual with retrieving YSU ID card, parking pass, building/office keys, etc.

(4) Ensure the completion and approval/non-approval of all required forms and checks prior to the beginning of onsite assistance.

(5) Appropriately supervise the individual.

(6) Enforce compliance with university policies and procedures.

(7) Maintain relevant forms and documentation in a central location for a period of three years from the date the relationship with the voluntary services adjunct faculty ends.

(G) Termination of voluntary services adjunct faculty.

(1) If the coordinating department terminates the voluntary services adjunct faculty before the appointment end date, such coordinating department is responsible for providing notice to the individual and such notice shall be kept with the “Voluntary Services Adjunct Faculty Request Form.”

(2) If the voluntary services adjunct faculty terminates voluntary onsite services before the appointment end date, such coordinating department must keep a record of notice with the “Voluntary Services Adjunct Faculty Request Form.”