**Unpaid Faculty AA/PPS No. 04.01.03**

**Issue No. 3**

**Effective Date: 06/28/2022   
Next Review Date: 06/01/2026 (E4Y)**

**Sr. Reviewer: Associate Provost**

**POLICY STATEMENT**

*Texas State University may appoint unpaid faculty members to fulfill academic purposes that benefit the university’s mission, goals, and shared values.*

01. PURPOSE

01.01 This policy and procedure statement outlines the processes to be followed when appointing an unpaid faculty member.

01.02 Situations arise where individuals become associated with Texas State University as unpaid faculty members to the mutual benefit of the university and the individual. These courtesy appointments provide an academic title, but do not include the payment of salary or any other compensation.

01.03 Unpaid faculty members are not managed through [UPPS No. 04.04.09](https://policies.txstate.edu/university-policies/04-04-09.html), Volunteers.

**02. PROCEDURES FOR ESTABLISHING AFFILIATION**

02.01 The recommendation to establish an affiliation with an unpaid faculty member originates as a recommendation of the department or school personnel committee and the chair or director of the department or school where the appointment is to be made. With the college dean’s approval, the appointment offer may be made only after:

a. it is established that it is in the best interest of the university’s mission, goals, and shared values to make such an appointment;

b. the expected contributions of the individual to the university have been clearly defined;

c. the benefits and privileges that will accrue as a result of the appointment have been outlined, including office space and other arrangements;

d. the availability of sufficient resources to carry out the agreement has been confirmed; and

e. the appointment term, faculty title, and stated academic purpose (e.g., grant funding and student thesis) are clearly articulated.

02.02 Academic units approved by the college dean to appoint an individual to an unpaid faculty appointment will extend a written offer from the chair or director. The offer will include the duration of the appointment and duties and expectations for the affiliation. Typically, the appointment is for one year and is renewable upon the college dean’s approval and demonstrated need for a continuing affiliation.

**03. PROCEDURES FOR APPOINTMENT**

03.01 Unpaid faculty members must be appointed with an appropriate title. Titles for unpaid faculty members are found in [AA/PPS No. 04.01.20](http://policies.txstate.edu/division-policies/academic-affairs/04-01-20.html), Faculty Responsibilities, Definitions, and Titles. The rank should be commensurate with the unpaid faculty member’s academic qualifications and expected duties or activities. Departments and schools should consult with Faculty and Academic Resources on the appropriate faculty title before making an offer of appointment.

03.02 Unpaid faculty members are subject to policy regarding criminal background checks, as described in [AA/PPS No. 04.01.10](https://policies.txstate.edu/division-policies/academic-affairs/04-01-10.html), Faculty Background Checks and Self-Reporting Requirements.

03.03 Unpaid faculty members who are appointed to teach a class and are listed as an instructor of record must provide a complete hiring packet, as described in [AA/PPS No. 04.01.02](http://policies.txstate.edu/division-policies/academic-affairs/04-01-02.html), Hiring and Employment of Temporary, Non-Continuing Faculty.

03.04 The department or school is expected to complete a Net ID request on the Technology Resources website, and then submit a Personnel Change Request (PCR) so that the faculty member’s appointment can be entered into SAP. A copy of the written appointment agreement must be attached to the appointment PCR.

**04. PRIVILEGES AND RESPONSIBILITIES**

04.01 While the use of departmental resources will be clearly spelled out in the offer of appointment to each unpaid faculty member, certain faculty privileges will be afforded all unpaid faculty members. These privileges include the right to:

a. be listed in a university catalog by title (if an instructor of record) in the general faculty roster and the faculty roster of the proper department;

b. be issued a Texas State ID card and Texas State Net ID;

c. purchase a campus parking permit;

d. have faculty library privileges;

e. attend university functions and use campus facilities and services as a faculty member;

f. attend professional meetings as a representative of the university; and

g. attend departmental faculty meetings (except those meetings in which actionson tenure, promotions, or personnel are to be discussed) as a non-voting member of the faculty.

04.02 Responsibilities of unpaid faculty members include:

a. fulfilling the stated academic purpose of the appointment;

b. completing all mandatory ethics and compliance training during the

appointment period; and

c. complying with all university policies, procedures, and work rules,

including those of The Texas State University System.

05. REVIEWER OF THIS PPS

05.01 Reviewer of this PPS includes the following:

Position Date

Associate Provost June 1 E4Y

06. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Provost; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs