As a new faculty volunteer, there are a few things you will need to do to get started. The information below will help you through the process. Current faculty volunteers will find this document a quick and useful guide to many resources. Follow the links below for details.

Use CTRL + Click to follow hyperlinks

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**~ Essentials for Faculty Volunteers ~**

- Volunteer Paperwork
- Privileges for Volunteer Faculty
- Disability Resources
- Workers’ Compensation
- Resources for Students
- Environmental Health and Safety
- Employee Services
- Academic Calendar

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**~ Completing Paperwork ~**

Sign and return one copy of the Volunteer Faculty Acceptance Form included with your appointment letter to the Office of the Provost, Stevenson 1041. For your convenience, a self-addressed return envelope was enclosed with your appointment letter. You will need the second copy to establish library and parking privileges, if available.

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**~ Privileges for Volunteer Faculty ~**

**Library**

You may establish library privileges by taking your completed form to the [University Library](#). Here is a [campus map](#).

**Parking**

If you are not presently employed by, or a student at the University, you can request a complimentary parking pass. Visit [Police and Parking Services](#) with a copy of the signed appointment form to pick up your parking permit. We will notify Police and Parking services if you subsequently receive a paid assignment or are registered for units during this academic term. At that time you will no longer be eligible for complimentary parking and will need to purchase a parking permit. Police and Parking Services is located in Verdot Village.

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The Employee Services Department provides an array of human resources services. Information is available at http://www.sonoma.edu/es/new.

Volunteers are eligible for Workers’ Compensation and State liability coverage. For details see http://www.sonoma.edu/erc/wc/

Please see the Environmental Health and Safety website for details.

Faculty and Staff with Disabilities

Sonoma State University supports our employees with disabilities through the Disabled Employee Program, which engages in an interactive process to provide reasonable accommodations to qualified disabled employees and applicants. If you are interested in obtaining services or information, please call (707) 664-2664. More information on the program can be found at the Employee Relations and Compliance website.

Students with Disabilities

The Disability Services for Students program can provide very helpful information regarding provision of accommodation services for students with disabilities who are taking your classes. Students must register with the program before they are given accommodations, so you will want to get the latest information on this process. A statement in your syllabus urging students to see you by the end of the second week of the semester if they think they may require accommodations can be very helpful. You can visit the office in Salazar Hall, call at 664-2677, or refer to the Disability Services for Students website.

Students may need assistance from various services. The University offers students many resources. See the websites below for details.

- Advising Center
- Career Services
- Counseling and Psychological Services
- Educational Opportunity Program
- Learning Skills Services
- Student Health Center
- Testing Services
- Writing Center
If you think one of your students would benefit from these services, you may refer the student there; you may also call these services if you would like some assistance with making a successful referral or in working with the student in class.

If you are on a semester or academic year appointment, you will note that the dates of your appointment differ from the dates of instruction shown on the academic calendar; the semester begins prior to the first day of instruction and ends following the grading period as noted on the academic calendar. These additional days are provided in the schedule for such activities as preparatory meetings with your department chair or colleagues, grading papers and finals, calculating and submitting semester grades, meeting with students requesting incomplete grades or other exceptions, and other activities; you are therefore expected to remain available for the duration of your appointment. Here is the Academic Calendar.