

#### **4.8 GUIDELINES FOR APPOINTING FACULTY TO A POSITION WITH NO REMUNERATION**

Nominations for non-remunerative, volunteer faculty appointments must be made to the Associate Provost for approval, accompanied by a completed Request for Appointment form and the accompanying documents listed on the form. The form is available online at

<http://www.mines.edu/academic/affairs/PDF%20files/Forms/Request%20for%20Appointment%20Form.doc>.

When the office of the Associate Provost receives the request, it will send a letter to the faculty member (sample letter follows). He/she will also be sent a personal data information sheet to complete and return to the Associate Provost with the letter. When the signed letter is received, the Associate Provost will send copies to Human Resources and the department/division, as well as place the original in the faculty member's file.

A background check is required for all no-remuneration faculty or staff that work directly with students, (just as it is required for all paid faculty and staff).

Once a non-remuneration faculty member's appointment ends, a separation form must be submitted to Human Resources, as with all other faculty.

**SAMPLE NON-REMUNERATION FACULTY APPOINTMENT LETTER**

<Date>

<Name>

<Address>

Dear <Name>:

I am pleased to offer you an appointment as <Title> at the Colorado School of Mines (“CSM”) for the period <Start Date> through <End Date> with no remuneration. The scope of your work will be <scope of work>.

Please be advised that non-remuneration faculty are not eligible for CSM benefits, except for liability insurance provided through the State Office of Risk Management, which CSM is required by law to provide.

Although your appointment will not confer the full spectrum of employment rights and privileges listed in the CSM Faculty Handbook (“Handbook”), which is being updated and corrected, you will be expected as a CSM appointee to abide by the restrictions on the unauthorized use of CSM’s name contained in Section 6.2.3.B of the Handbook, which can be found at <http://www.mines.edu/Academic/affairs/fachandbook/FHv12c6.pdf>. You will also be required to comply with all other pertinent CSM policies and procedures, including, but not limited to, those set forth in the Faculty Handbook and the Academic Affairs Procedures Manual.

Please indicate your acceptance of this appointment under the terms stated above by signing the original of this letter and returning it to my office as soon as possible. The enclosed copy of this letter is provided for your records. Also, please complete the enclosed Personal Record Form and return it with the signed letter. Lastly, if you will be teaching/advising students, please provide an official transcript, which we are required by law to keep on file for you.

Thank you for your participation and contribution to the educational program of CSM. I am sure our association will prove to be mutually beneficial and worthwhile.

Sincerely,

<Associate Provost>

AGREED TO AND ACCEPTED BY:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: <DHDD>  
CSM Office of Human Resources  
File

March 11, 2008