Overview

The creation of unpaid appointments at Union College allow for qualified individuals, who are not already students or employees of the College, to engage in a mutually-beneficial relationship with the College. The establishment of an official unpaid appointment, through the completion of this form, will permit the individual to use the appropriate College facilities.

All unpaid appointments are subject to the following stipulations:

- Unpaid appointments do not imply a promise of any future appointment or tenure.
- Unpaid appointments confer no salary or fringe benefits.
- Unpaid appointments do not confer membership to any department or the General Faculty.
- Minimal qualifications for unpaid appointments may be required depending on the type of position and work to be performed.
- Unpaid positions must comply with any relevant policies including but not limited to those in the Faculty Manual, Administrative Manual, or Staff Manual, as well as Union's web site, including policies governing safety concerns, professional ethics, harassment and discrimination, and use of computers. Unpaid positions working on grant-related activities must also comply with provisions of the grant.
- Unpaid appointments shall begin and end in a reasonable timeframe. Research appointment positions will normally be for the one year period of July 1st through June 30th; however appointments may be shorter or may be renewed if all parties agree. To request a renewal, the Chair or Director of the host department or Program at Union must complete this form before the end of the current position.

Requesting Unpaid Appointments

Unpaid appointments may not begin until a signed appointment letter is received at the College.

The following form is used to clarify the relationship between the unpaid appointment and the College, and to understand the services and facilities required for each appointment. Although the College recognizes and values the contributions that unpaid positions may make to Union, the College does not have the resources to automatically provide the full range of facilities and services that are available to regular employees.

The supervisor of the unpaid position should fill out and sign this form before submitting it to the Department Chair or Program Director for approval. Approvals must be obtained from all other individuals in the order presented at the bottom of the form.

The Dean of the Faculty will make the final determination on whether to approve the appointment. Once approved, an appointment letter will be sent to the individual, who will be asked to sign and return the appointment letter.