**UAB Voluntary Faculty**

First you must determine if the faculty member falls under the true definition of a “Volunteer”.

**How to Determine if the Position Really is “Volunteer”?**

* Are the person’s prospective duties ones that are normally filled by a paid employee?
* Are there other individuals in the department who perform such tasks without pay?
* USCIS considers “work” to include performing a job that is normally paid, or if other people performing the same or similar jobs are compensated. Basically, anything done for UAB’s benefit (including for a UAB faculty member’s benefit) on a consistent or daily basis is considered “work.”

**Voluntary Appointment Process:**

* Create a letter of offer using the voluntary appointment letter template located on the faculty website at <https://www.uab.edu/faculty/hiring/appointment-letter-templates>.
* Upon receipt of the final signed offer letter, the following steps should be taken to complete the hiring/appointment process:
  + Submit the online background check request form <https://www.uab.edu/faculty/hiring/background-checks/bcc-request-form>
  + Submit the ACT Document with required attachments (fully executed letter of offer and curriculum vitae)
  + Submit the Faculty Data Form with required attachments (fully executed letter of offer and curriculum vitae)