



University of Missouri System

Unpaid Appointments

Last Revised: Sep. 17, 2025

New Process Begins in October

To create consistency and reduce liability and risk, a new [policy](#) and process for requesting unpaid appointments will begin on October 1, 2025. Unpaid appointments will be limited to those necessary for the University and requirements, such as background checks and compliance training based on the role of the appointment, will be added. Existing unpaid appointments will transition to the new process later this winter.

How You Can Prepare

- **Review** the new unpaid appointment policy – [HR-513 Volunteers and Other Unpaid Appointments](#).
- **Clean up** old appointments. Process separations for existing appointments that are no longer active.
- **Plan ahead.** New appointments will take longer to process. The length of time will depend upon the requirements (e.g. preboarding and criminal background checks). *Up to 10 business days for Guest Affiliates and Volunteers.
- **UPDATE: Blackout period 9/27-9/30.** The last day to initiate an unpaid appointment using the existing process is **Friday Sept 26** to allow for migration to the new process.

Categories

Seven appointment categories have been created to match appropriate requirements for the role.

Guest Affiliate Unpaid visiting scholars, research collaborators, temp agency hires, interns, and other similar unpaid roles (may be paid by other organizations).	Conditional University employees whose unpaid appointment is conditional upon the individual's paid appointment	Education Partners K-12 teachers, physicians, and other professionals providing student teaching, clinicals, practicums, or other required experiences outside the university.	Emeritus Individuals granted Emeritus status, per CRR 320.090.
Vendor Contracted vendors who need University access to perform their work such as soda vendors, outsourced services, etc. (<i>not temp agencies</i>).	Visiting Student Non Univ of MO students who are engaged in education under a formal agreement between the Univ of MO (<i>host</i>) & their institution (<i>affiliate</i>).	Volunteer Individuals who perform services for the university for civic, charitable, or humanitarian reasons e.g., concert series ushers, athletic event.	

Requirements

Requirements are based on the level of access the appointment has to the university.

REQUIREMENTS	Guest Affiliate	Conditional	Education Partner	Emeritus	Vendor	Visiting Students	Volunteer
Initial appointment maximum	1 year	Aligns with paid appointment	3 years	No end date	1 year	1 year	1 year
Preboarding Online for appointee	Required	Aligns with paid appointment	None	Aligns with paid appointment	None	None	Required
Criminal Background Check	Required	Aligns with paid appointment	Aligns with employer agreement	Aligns with paid appointment	Aligns with employer agreement	Aligns with employer agreement	Required
Compliance Training Based on level of contact	Required	Aligns with paid appointment	Aligns with employer agreement	Required	Aligns with employer agreement	Aligns with employer agreement	Required
Email	University email	Aligns with paid appointment	Business or personal email	University email	Business or personal email	University email	Personal email



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Administration Fees as of October 2025

Processing unpaid appointments incurs significant costs to the University. Administrative fees to cover these expenses are determined by each campus.

Fees per Appt per Year	Guest Affiliate	Conditional	Education Partner	Emeritus	Vendor	Visiting Students	Volunteer
UMSL	\$250	None	None	None	None	\$250	\$250

Process

All appointees must be approved by the sponsoring supervisor, division leader, and human resources office. Additional approvals may be required.

- Requests are submitted for review and approval following campus HR procedures
- Guest Affiliates and Volunteers are required to complete online preboarding and a criminal background check.
- Appointments will automatically expire at the end date. Approval is required to extend appointments.



Prior to starting, approval is needed as follows:	
Sponsoring Supervisor and College, School, or Division Leader	For all unpaid appointments
Research Security and Compliance	If the appointee will be working <ul style="list-style-type: none"> • Internationally; or • With funded research
Prior to starting, appointee will need to:	
Complete online preboarding screening questions	If the appointment will be any of the following: <ul style="list-style-type: none"> • Guest Affiliate • Volunteer
Successfully complete a criminal background check	If the appointment will be any of the following: <ul style="list-style-type: none"> • Guest Affiliate • Volunteer
After first day	
FERPA Training	If the appointee will be working with or around students .
UM System Compliance Training	If the appointee will have contact with any of the following: <ul style="list-style-type: none"> • Faculty, staff, students • Buildings or infrastructure • University email or IT system