

# CEOAS Guidelines

## Courtesy, Affiliate, and Adjunct Faculty

OSU defines courtesy faculty as those who are contributing to the University's teaching, research, and service missions but whose primary appointment and salary are not through the University. **Courtesy** faculty contributions to the College are "substantive and sustained," such as teaching regularly scheduled classes, continuing research collaborations, and advising graduate students. **Affiliate** faculty are similar to courtesy faculty (i.e., they do not hold an OSU salaried appointment) but their contribution to the University and the College is for a limited duration (i.e., less than one year). Examples include visitors from other universities, providing guest lectures, co-advising a graduate student, etc. **Adjunct** faculties are those faculties whose primary academic home is another OSU unit. Courtesy and Adjunct appointments in the College of Earth, Ocean, and Atmospheric Sciences will be made for a three-year period with renewal possible given continued contributions. Affiliate appointments will be reviewed annually.

Further details on OSU Courtesy and Affiliate appointments see below.

To request a Courtesy/Affiliate/Adjunct appointment an applicant should submit:

1. CEOAS Courtesy/Affiliate/Adjunct appointment request form
2. A letter of interest in which past, present, and anticipated future contributions to CEOAS are detailed
3. A current vita

The appropriate discipline group in CEOAS will review these materials. The discipline group will summarize materials and make a recommendation to the Dean. A decision by the Dean will be made within one month of materials submission.

To receive a Courtesy/Affiliate/Adjunct appointment, one or more of the following expectations must be met, though other contributions to CEOAS will also be considered:

1. Continuing service on a CEOAS committee
2. Continuing service on CEOAS graduate student committees other than as graduate representative
3. On-going service in an advisory capacity to CEOAS
4. Teaching in CEOAS classes on an on-going basis
5. Teaching and research collaborations with CEOAS faculty.

The Dean will request that the appropriate discipline group review each Courtesy and Adjunct appointment that is due to expire and recommend either continuation or termination.

The criteria for Affiliate appointments will be the same as for Courtesy/Adjunct, although there will be no expectation for continuing contributions.

# Oregon State University

## Courtesy Faculty Policy

### COURTESY FACULTY MEMBER

Departments may name an individual as a courtesy faculty member if the contributions of the individual will be substantive and sustained in achieving the mission of the department and the University. Examples of such contributions are:

- Teaching regularly scheduled classes
- Advising graduate students
- Serving as a principal investigator on research grants
- Visiting scholar

**Duration:** Courtesy faculty status should be used for collaborations that are expected to be for a period greater than one year. A visiting scholar, however, may be named a courtesy faculty member for a period of less than one year. The duration of the status (up to five years) will be specified in a letter of notice generated by the department head and given to the courtesy faculty member. Courtesy faculty status will automatically terminate after five years unless renewed by the department head. The status may be extended through the issuance of a new letter of notice. Courtesy faculty status, however, can be revoked at any time by the department head or the dean.

**Determination of Rank:** Courtesy faculty may or may not carry academic rank. Determination of rank will be at the discretion of the department, with approval by the dean, and should be consistent with rank determination as outlined in the University Academic Appointment Guidelines. The Senior Vice Provost for Academic Affairs must approve exceptions to the Academic Appointment Guidelines and changes in rank.

**Compensation and Concurrent Appointments:** A courtesy faculty member is not an employee and may not receive compensation for services performed from the University. An individual may not hold courtesy faculty status while holding another OSU position in which he or she receives compensation from the University. A courtesy faculty member may hold multiple concurrent courtesy faculty appointments.

**Personal Reimbursement:** A courtesy faculty member who incurs expenses in connection with his or her service to OSU may receive reimbursement from the University for such Expenditures in accordance with University policies.

**Process to Initiate Courtesy Faculty Status:** A departmental request to name a courtesy faculty member shall be submitted to the dean and include a letter of justification, a Courtesy Faculty Notice Letter (either a Non-Federal Employee or Federal Employee letter as appropriate), and a copy of the candidate's current resume or vita.

Following the dean's approval, the department prints the Personal Demographic Information-Courtesy/Affiliate Faculty Status form from OSCAR (<https://oscar.oregonstate.edu/EmployeeAccess>) and sends it to the appointee along with the Courtesy Faculty Notice Letter. (An alternate option is to have the appointee access and complete the form online at this web address.) Prior to printing the form, be sure to select the Non-Federal Employee or Federal Employee option. When both signed/completed documents are received by the department:

- a) If the Courtesy Faculty Status form will be prepared by the department, complete the Courtesy Faculty Status form (available in the Recruit/Appoint section of OSCAR at <https://oscar.oregonstate.edu>). The resulting form is attached to the following documents and sent to the Business Center human resources staff in order to begin the appointment in Banner.
- Copy of the department's justification letter, which includes a description of the collaborative activities to be assigned to the faculty member, the proposed rank and rationale, and the faculty member's credentials;
  - Copy of the final courtesy faculty notice letter, signed by the department head, dean, and the faculty member; and
  - Completed Courtesy Faculty Personal Demographic Information form.
- b) If the Courtesy Faculty Status form will be prepared by the business center human resources staff, the department sends all documents listed above to the business center.

The Business Center human resources staff will review department requests for courtesy faculty status for consistency with policy and maintain courtesy faculty records in the university database and archives.

If the courtesy faculty member holds a J-1 Exchange Visitors visa, the department must contact the Office of International Education at the time of initiating courtesy faculty status.

**Periodic Review:** The department head will review the appropriateness of continuation of courtesy faculty status no less than once every three years, consistent with university PROF review policies. The department head is expected to be aware of and hold individuals accountable for activities associated with their OSU affiliation. Documentation of such a review will be maintained in the department.

**Promotion:** A courtesy faculty member is eligible for promotion through the regular promotion and tenure process. He or she will be evaluated consistent with the standards for regular professorial faculty. The candidate's scholarly accomplishments outside the University may also be considered.

**Privileges:** A courtesy faculty member is eligible for a University ID card and associated privileges, such as joining recreational facilities, purchasing parking permits and using library services. A courtesy faculty member is not eligible for staff fee privileges or employee benefits, such as sick and vacation leave or medical, dental, or other employee insurance programs.

**Supervisor of Record:** A courtesy faculty member may contribute to the supervision, direction, and evaluation of a university employee. They may not serve as supervisor of record or take actions regularly assigned to a university supervisor.

**Sponsored Research:** A courtesy faculty member is eligible to be a principal investigator on sponsored research activities with prior written permission from the department/college in which he or she is appointed and with the concurrence of the Research Office.

**Faculty Senate Participation:** A courtesy faculty member does not have voting privileges for representation in the Faculty Senate.

**Graduate Faculty Status:** A courtesy faculty member may be appointed to the Graduate

Faculty when appropriately qualified for the purpose of teaching a graduate level course, directing theses, or serving on a graduate student's committee. Appointment to the Graduate Faculty is initiated through the department head or interdisciplinary program director, and is approved by the Graduate Council. It is not expected that every courtesy faculty member will hold a Graduate Faculty appointment. Refer to the Graduate Catalog for information regarding the procedure for appointment and the period of appointment.

## **Oregon State University**

### **Affiliate Faculty Policy**

#### **AFFILIATE FACULTY MEMBER**

Departments may name an individual as an affiliate faculty member if the individual contributes to and participates in major functions that achieve the mission of the department or university. Contributions are under the direction of or in collaboration with a regular faculty member. Examples include:

- co-advising a graduate student with a regular faculty member
- participating in joint programs with OSU faculty
- providing guest lectures in classes or assisting in outreach activities
- advising a student organization with a regular faculty member

**Duration:** An individual should be named to the affiliate faculty (as compared to courtesy faculty) when the relationship with the University is expected to be for one year or less. There are circumstances, however, which merit issuance of the status for a period longer than one year. The duration of the status will be specified in a letter of notice generated by the department head and given to the affiliate faculty member. Affiliate faculty status will automatically terminate after three years unless renewed by the department head. The status may be extended through the issuance of a new letter of notice. Affiliate faculty status, however, can be revoked at any time by the department head or the dean.

**Determination of Rank:** Affiliate faculty members do not hold rank.

**Compensation and Concurrent Appointments:** An affiliate faculty member is not an employee and may not receive compensation for services performed from the University. An affiliate faculty member may not hold another OSU position for which he or she is receiving compensation, nor can an individual be an affiliate faculty member in more than one department.

**Personal Reimbursement:** An affiliate faculty member who incurs expenses in connection with his or her service to OSU may receive reimbursement from the University for such Expenditures in accordance with University policies.

**Process to Initiate Affiliate Faculty Status:** A departmental request to name an affiliate faculty member is to be submitted to the dean for approval. The department/unit representative logs into OSCAR (<https://oscar.oregonstate.edu>), goes to the Hire/Appoint section, and completes the on-line task to appoint an affiliate faculty member. The resulting Affiliate Faculty Status form is to be sent to the dean, along with a proposed affiliate faculty member notice letter (either a Non-Federal Employee or Federal Employee letter as appropriate). The department head is

responsible for ensuring that the status is warranted and the individual is qualified within the department.

Following the dean's approval, the department prints the Personal Demographic Information-Courtesy/Affiliate Faculty Status form from OSCAR (<https://oscar.oregonstate.edu/EmployeeAccess>) and sends it to the appointee along with the Affiliate Faculty Notice Letter. (An alternate option is to have the appointee access and complete the form online at this web address.) Prior to printing the form, be sure to select the Non-Federal Employee or Federal Employee option. When the department receives both signed/completed documents:

The department will maintain all affiliate records and provide to the Business Center Human Resources Manager annually a list of affiliate faculty appointed by the department. The list should include affiliate's name, university ID number, department timesheet organizational number, highest degree, and appointment begin and end dates.

If the affiliate faculty member holds a J-1 Exchange Visitors visa, the department must contact the Office of International Education at the time of initiating affiliate faculty status.

**Periodic Review:** The department head will review the appropriateness of continuation of affiliate faculty status no less than annually. The department head is expected to be aware of and hold individuals accountable for activities associated with their OSU affiliation. Documentation of such a review will be maintained in the department file.

**Promotion:** An affiliate faculty member is not eligible for promotion.

**Privileges:** An affiliate faculty member is eligible for a University ID card and associated privileges, such as joining recreational facilities, purchasing parking permits and using library services. Inter-library loan services are generally available through the affiliate faculty member's home institution and/or their local library. Questions about inter-library loan services should be directed to the Head of Access Services in the Valley Library.

An affiliate faculty member is not eligible for staff fee privileges. He or she is not eligible for regular employee benefits, such as sick and vacation leave or medical, dental, or other employee insurance programs.

**Supervisor of Record:** An affiliate faculty member may contribute to the supervision, direction, and evaluation of a university employee. They may not serve as supervisor of record or take actions regularly assigned to a university supervisor.

**Sponsored Research:** An affiliate faculty member is not eligible to be a principal investigator.

**Faculty Senate Participation:** An affiliate faculty member does not have voting privileges for representation in the OSU Faculty Senate.

**Graduate Faculty Status:** An affiliate faculty member is eligible to be appointed to the Graduate Faculty when appropriately qualified, typically for minor participation in graduate instructional activities. Appointment to the Graduate Faculty is initiated through the department head or interdisciplinary program director, and is approved by the Graduate Council. It is not expected that every affiliate faculty member will hold a Graduate Faculty appointment. Refer to the Graduate Catalog for information regarding the procedure for appointment and the period of appointment.