



College of Earth, Ocean, and Atmospheric Sciences  
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# CEOAS Guideline and Process for Appointing Collaborative 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.

OSU Courtesy Faculty and Affiliate Faculty Policy:

[http://oregonstate.edu/admin/hr/sites/default/files/documents/general/courtesy\\_af\\_filiate.pdf](http://oregonstate.edu/admin/hr/sites/default/files/documents/general/courtesy_af_filiate.pdf)