

Policy on Courtesy, Affiliate and Adjunct Faculty Appointments
Department of Forest Ecosystems and Society (FES)
Revised February 19, 2009

Definitions

Adjunct Faculty are professorial rank faculty associated with FES, but paid by other units of Oregon State University.

Courtesy and Affiliate Faculty are scientists or others who have qualifications appropriate to professorial rank and are associated with FES, but are not employed by OSU.

Background

Courtesy, Affiliate and Adjunct (CAA) Faculty are academic staff that, by virtue of their interests, capabilities, and backgrounds, can make significant contributions to the Department's research or education programs. In addition, the productivity of these individuals and the programs with which they are associated may be enhanced by closer association with FES. Appointment of individuals as CAA Faculty is intended to promote these advantages.

CAA Faculty enhance teaching and research programs by active participation in departmental programs, or through improved communication and coordination fostered by a closer association with the Department. With departmental (and in some cases Graduate School) approval these faculty may:

- Assist in teaching programs of the department
- Serve on graduate student committees (including in special circumstances, as a major or co-major professor)
- Conduct research and other scholarly works (usually in collaboration with regular Departmental faculty)

CAA Faculty are expected to be active in departmental programs. The level and nature of the activity will vary with each case. Each CAA Faculty member will have a departmental faculty sponsor (in most cases also their nominator). The sponsor will provide the primary point of interaction and involvement, and will facilitate participation in Department programs.

FES will provide courtesy notification to the home unit of the CAA Faculty appointment, but will not normally be involved in evaluation of these individuals for promotion, tenure, or pay raises. If the home unit solicits information, the response of the Department will be determined by the Department Head in consultation with the faculty sponsor.

Appointment and renewal procedures

CAA Faculty will be proposed by a professorial faculty sponsor who receives at least 0.5 FTE of salary support through the Department. A letter of nomination to the Department Head should state the benefit to the Department and sponsor of the expected association, and include a current vitae from the candidate.

To be nominated for and retain a Courtesy Faculty Appointment, the individual is expected to contribute to the Department in a substantive and sustained manner, including one or more of the following: 1) teaching a regularly scheduled Forest Science course; 2) serving as a major or co-major professor for a graduate student in the Department; and serving as principal investigator on a grant coming to the Department; 3) visiting scholar. Courtesy Faculty Appointments in FES do not carry professorial rank. Courtesy Faculty Appointments require review at least every three years, including a report of contributions to the Department and an interview with the Department Head.

To be nominated for and retain an Affiliate Faculty Appointment, the individual is expected to contribute significantly to Departmental programs (e.g., serving as a member on student advisory committees, cooperating in Department research, guest lecturing in courses, etc.). Affiliate Faculty Appointments are for one year at a time or less, but are generally renewable as long as there is continued contributions to the Department (as judged by the Department Head). Affiliate Faculty Appointments do not carry professorial rank. Affiliate Faculty cannot serve as Principal Investigators of grants that come to the Department. An Affiliate Faculty member that wishes to apply as Principal Investigator for a grant through OSU, must first obtain permission from the Department Head to do so. When the grant is funded, the individual will be given a Courtesy Faculty Appointment.

Note that an individual can be a Courtesy or Affiliate Faculty member in only one Department of the University. See the OSU Policy on Courtesy Faculty and Affiliate Faculty for details on these appointments. <http://oregonstate.edu/facultystaff/handbook/facranks.html>

Adjunct Faculty will be appointed at the same Professorial rank they currently possess in their home units. See the OSU Policy on Adjunct Faculty Appointments (attached).