

OREGON STATE UNIVERSITY

ACADEMIC APPOINTMENTS GUIDELINES

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LEGISLATIVE AND ADMINISTRATIVE RULES

Academic appointments in the Oregon University System are governed by four sets of regulations that define the conditions by which faculty members (unclassified academic employees) may be appointed. Highlights especially pertinent to Oregon State University are summarized below.

A. Board Rules

The Board of higher Education Administrative Rules (OAR 580-20-005) separate academic ranks into two categories: graduate rank (Graduate Research Assistant, Graduate Teaching Assistant) and academic rank (Instructor, Senior Instructor, Research Assistant, Research Associate, Lecturer, Assistant Professor, Associate Professor and Professor). The Board Rules further note that academic rank is assigned to staff members in the unclassified academic service whether the type of service is teaching, research, extension, administration, or other service, without a requirement for assigning rank to all staff members.

*Clarification Oregon State University further qualifies research assistant positions by the use of **Faculty Research Assistant** and **Senior Faculty Research Assistant** ranks.*

A. Oregon State Board of Higher Education Financial Administration Standard Operating Manual (FASOM)

The Board's Financial Administration Standard Operating Manual (FASOM), Section 10.01 2-82, allows for faculty to be appointed with No Rank. This facilitates the appointment of professional faculty in academic support, student support, and administrative support positions with professional titles, with or without academic rank. A series of professional titles reflecting responsibilities (Section V) provide opportunities for greater clarity as well as appropriate recognition and promotion for many professionals in these units.

II. USE OF PROFESSORIAL RANKS

(refer to the Faculty Handbook website: <http://osu.orst.edu/staff/faculty/handbook/>)

- A. As mandated by OAR 580-20-005(4), Deans, Vice Presidents, and the President shall have the academic rank of Professor.
- B. Professorial ranks (Assistant Professor, Associate Professor, and Professor) will be limited at Oregon State University to:
 - 1. teaching-related positions with an expectation for scholarly accomplishment;
 - 2. professorial-level appointments (including Senior Research positions) whose principal responsibilities are related to scholarly research;
 - 3. extension specialists, extension agents, and other extension faculty members whose assignments carry an expectation for scholarly accomplishment;

4. librarians whose positions carry an expectation for scholarly accomplishment;
5. professional faculty whose assignments carry an expectation for scholarly accomplishment (Section V).

PROFESSORIAL RANKS MAY CONTINUE TO BE USED FOR COURTESY APPOINTMENTS, AS APPROPRIATE.

A. Faculty members in positions that do not have an associated expectation for scholarly accomplishment will be appointed with one of the four following designations:

1. with professional title but without academic rank as described in Section V;
2. at the rank of Instructor or Senior Instructor (Sections III and IV);
3. at professorial rank as mandated by state statute for those in administrative positions (Section IIA);
4. at the rank of Faculty Research Assistant, Senior Faculty Research Assistant, and Research Associate for faculty members in research support or research training positions (Section III).

A. Definitions

1. The designation teaching-related includes instruction at the undergraduate and graduate levels; supervision and training of graduate or postdoctoral students and visiting scholars; instruction on campus or off campus; instruction with credit or non-credit courses and programs; instruction associated with domestic or international service; instruction programs for adult or youth learners; continuing education programs for students and professionals working toward degrees, advanced certification, or re-licensing.
2. The term scholarly accomplishment is used because the term research does not always best describe the full range of scholarship typically expected for faculty members

in the professorial ranks. Faculty members in the fine arts, for example, normally engage in creative work in theatre, music, performance, or art that constitutes scholarly accomplishment. Developing a new approach to teaching, artistic creativity, academic support services, or research would ordinarily not be considered scholarly accomplishment unless it was shared in peer-evaluated forums such as in journals, books, or in juried exhibits.

(See definition of scholarship and creative activity in Promotion and Tenure Guidelines in the Faculty Handbook Website: <http://osu.orst.edu/staff/faculty/handbook/>)

- A. In addition to administrative title, professorial rank may be extended to individuals selected for administrative positions (including in the academic support, student support, and administrative support areas). A decision to extend professorial rank will be based on the individual's academic credentials, record of or current expectations for instructional service and scholarly accomplishment. Such a decision requires the approval of the Vice Provost for Academic Affairs.

III. USE OF OTHER FACULTY RANKS

(refer to the Faculty Handbook website: <http://osu.orst.edu/staff/faculty/handbook/>)

Other faculty ranks (Instructor, Senior Instructor, Research Associate, Faculty Research Assistant, Senior Faculty Research Assistant, Lecturer) will be used as appropriate to the position assignment. The rank of Instructor or Senior Instructor (*reserved for promotional opportunities through the P & T process*) will typically be used for faculty in positions with assignments primarily related to teaching or other instructional assignments but without a significant expectation for scholarly accomplishment.

- A. Promotion to the rank of Senior Instructor may be made with or without indefinite tenure as delineated in ORS 580-20-005(2c):

Senior Instructor: This rank may be used for the promotion of staff members who have special skills or experience needed in the instructional program of the institution, but who would not normally be appointed or promoted to the professorial ranks. Promotion to the rank of senior instructor will not be made effective before the end of the third year of service. Promotion to the rank of senior instructor may be made with or without indefinite tenure. Appointment to this rank does not preclude subsequent advancement in rank under appropriate conditions.

- B. Professorial ranks will be available for faculty members on Senior Research or Clinical appointments. Such appointments are for fixed-term faculty primarily engaged in research or clinical practice at a level normally appropriate for a professorial rank. Ranks for these appointments are Professor, Associate Professor and Assistant Professor. At Oregon State University, these faculty members are commonly identified as:

Assistant Professor (Senior Research)	Assistant Professor (Clinician)
Associate Professor (Senior Research)	Associate Professor (Clinician)
Professor (Senior Research)	Professor (Clinician)

Research Associate or Post Doctoral Research Associate positions may not be converted to professorial ranks. A Request for Waiver of Search form must be submitted with justification for the waiver. Likewise, clinical faculty may not be converted to tenure track. Approvals of these appointments are based on the nature of the position, its intended duration and responsibilities, and the incumbent's record of scholarly accomplishment and responsibilities. The appropriate Dean or Vice-President and Director of Affirmative Action must approve the Request for Waiver of Search form.

Promotion to Associate Professor (Senior Research or Clinician) and Professor (Senior Research or Clinician) requires the customary university promotion review.

D. Academic Credentials For Research Related Ranks (other than professorial)

Research Associate and Research Associate (Post Doctorate) PhD
The Dean and the Vice-Provost for Academic Affairs must approve exceptions.

Faculty Research Assistants and Senior Faculty Research Assistants minimum of a Bachelor's Degree
The Dean and the Vice Provost for Academic Affairs must approve exceptions.

Professionals in positions not primarily involved with teaching, research, extension, or counseling will continue to be appointed to classified positions.

IV. FIXED-TERM AND TENURE-TRACK APPOINTMENTS

(refer to the Faculty Handbook website: <http://osu.orst.edu/staff/faculty/handbook/>)

A. Use of Tenure-Track Appointments

Faculty members appointed to positions that: a) carry professorial rank as described in Section II and b) are 0.5 FTE or more on instructional service have normally held tenure-track appointments unless their positions were clearly temporary.

Tenure-track positions have also been used for faculty members in extension and the library at professorial ranks, and for administrative faculty as described in Section II. Fixed-term positions are used for all other faculty members as described in Section C below.

B. Less than 1.0 FTE Tenure Commitment

Some tenure-related positions may carry less than a 1.0 FTE tenure commitment following the granting of indefinite tenure. Included are:

1. part-time, tenure-related positions less than 1.0 FTE;
2. those part-time tenure-related positions that are supplemented with grant or contract support to increase the salary basis to 1.0 FTE as long as the outside salary support continues.

C. Use of Fixed-Term Appointments

1. Fixed-term positions should be used for:
 - a. faculty members not in professorial ranks;
 - b. faculty members in professorial ranks who are less than 0.5 FTE;
 - c. professional faculty in academic support, student support, and administrative support units unless the position has an expectation for scholarly accomplishment at a level typically expected of faculty in professorial ranks in academic departments;
 - d. appointments that are temporary, regardless of rank. Positions established with non-recurring funds are defined as temporary, unless there is reasonable assurance of long-term continued support. Appointments associated with temporary assignments such as a visiting professor or a sabbatical leave replacement also are considered temporary.

NOTE: Appointments at the Assistant Professor rank (not Assistant Professor, Senior Research) will normally not be extended beyond two years. With approval by the Vice Provost for Academic Affairs, the appointment can be extended to a third year. Additional one-year extensions may be approved if the need for the appointment can be justified; in no case will this type of appointment be extended beyond a total of six years. Conversion of a fixed-term Assistant Professor position to a tenure track position will require a regular

search. *(This policy assumes the use of consecutive one-year fixed-term appointments, not multiple year fixed-term appointments)*

1. The rank of Senior Instructor may be used for either fixed-term or tenure-related positions when it would be in the best interests of the university as described in OAR 580-20-005(c) (Section III-B).

D. Length and Types of Fixed-Term Appointments

1. Regular Fixed-Term Appointments: Initial appointments shall be for an appropriate fixed-term period but typically one year with renewal at the college/unit hiring authority's discretion.
2. Extended Fixed-Term Appointments: Extended fixed-term appointments have terms of up to two years and with administrative approval may be extended for one year at the start of each year. This type of appointment thereby leaves the faculty member at the beginning of each year with an appointment having the same length as the prior appointment.

The appropriate Dean or Vice President and the Vice-Provost for Academic Affairs must support extended fixed-term appointments. These appointments are generally only available for heads of major administrative units.

3. Visiting Appointments: Used for faculty visiting from other institutions of higher education or the private sector and paid by OSU. Initial appointments shall be for an appropriate fixed-term period but typically one-year with renewal at the college/unit hiring authority's discretion.

V. **USE OF PROFESSIONAL TITLES WITH OR WITHOUT RANK**

- A. Descriptive professional titles may be assigned to faculty members at Oregon State University in academic support, administrative support, and student support units.

These titles offer an alternative to appointment at faculty rank for fixed-term positions where, in the view of the unit administrator and appropriate vice president, a professional position title most adequately describes the responsibilities of the position and qualifications of the individuals holding those positions. Use of professional titles may also provide alternative opportunities for promotion.

- B. Faculty members in academic support, administrative support, or student support units holding positions at a professorial rank prior to July 1, 1987, will continue to hold their designated

rank. In addition, they will be eligible for subsequent promotion in academic rank according to the University's Promotion and Tenure Guidelines in the professorial ranks.

(refer to the Faculty Handbook website: <http://osu.orst.edu/staff/faculty/handbook/>)

- C. Faculty positions in academic support, student support, and administrative support units will be of two types:
 - 1. those with professional title (Professional Faculty).
 - 2. those with academic rank in addition to professional title. For individuals with a record of or expectation for scholarly accomplishment at the level typically expected of faculty in academic units, professorial rank may be assigned. The Vice-Provost for Academic Affairs must approve the assignment of academic rank. Individuals who have teaching or related instructional assignments but who do not engage in scholarly activity may be appointed at the rank of Instructor or Senior Instructor. The Provost/Executive Vice President must approve the granting of indefinite tenure.

VI. PROMOTION

(refer to the Faculty Handbook website: <http://osu.orst.edu/staff/faculty/handbook/>)

- A. Procedures for promotion and tenure of all Oregon State University academic faculty will follow the Promotion and Tenure guidelines.
- B. Faculty members with academic rank will be evaluated for promotion according to guidelines and standards associated with such ranks. Promotions will be considered without regard to fixed-term or tenure-track status.
- C. When a professional title change is warranted as a result of internal reorganization, a search is not necessary. If, for example, the title of one administrator has been changed and there are corresponding changes in titles of individuals reporting to that person, a search would not be required. Under these situations, it is assumed that the responsibilities of those involved are essentially unchanged. On the other hand, when there is a vacancy for a position, when a more senior position is being created within an office, or when a position's responsibilities are being significantly redefined, a search would be expected. Requests for exceptions to the requirement for a search should be directed to the Office of Affirmative Action and Equal Opportunity.

VII. EXCEPTIONS

The Vice-Provost for Academic Affairs, upon recommendation of the faculty member's dean or vice president, will consider exceptions to the guidelines above on an individual basis.

VIII. AFFIRMATIVE ACTION/HUMAN RESOURCES

The Office of Affirmative Action and Equal Opportunity and/or the Office of Human Resources will be consulted on all appointments before the Vice-Provost for Academic Affairs makes a final determination. Processing of records and permanent retention of faculty personnel files are retained in the Office of Human Resources.

VIII.APPENDIX

SOME QUESTIONS AND ANSWERS ABOUT FACULTY APPOINTMENTS AT OREGON STATE UNIVERSITY

1. How will professorial ranks be used?

A comprehensive research and teaching university is distinguished from other institutions of higher education by its role in scholarship, in creating new knowledge and artistic work. Thus, as described in Section II, professorial ranks will be used for positions with a significant expectation for scholarly accomplishment. The expectation for scholarly accomplishment should be included in the faculty member's position description. (Professional titles, as described in Section V, will provide a wide range of options for faculty with responsibilities that do not include scholarly accomplishment.) Faculty on Senior Research or other similar appointments will continue to carry professorial rank. Section II includes a broad definition of teaching which includes the full range of the University's audiences both on and off campus.

Professorial rank will also be available to certain individuals in academic support, administrative support, and student support units in addition to their professional titles (Section V).

2. Does the emphasis on research and scholarly accomplishment imply a reduced commitment to teaching?

No. Quality of teaching will continue to be an important criterion for promotion (for faculty with responsibilities in instruction). For faculty with primary responsibilities in service, their accomplishment in that area is also important. In addition, promotion in the professorial ranks requires significant accomplishment in research and scholarship. Advising is also included in the dossier instructions and will be a part of the promotion and tenure evaluation, where appropriate. Last but not least, university and community service are expected of all faculty, particularly for promotion to the rank of Professor. In short, there will be quantitative differences in teaching, service, extension, advising, and scholarly accomplishment expected among faculty depending upon the mix of their particular responsibilities.

3. What are professional titles and how will they be used?

Professional titles (Section V) provide opportunities for greater recognition of the responsibilities of individuals in academic support, administrative support, and student support units.

The intent is to provide a means by which we may recruit, reward, and retain professionals of greatest value to the University. These appointments offer individuals opportunities to grow professionally and continue to be rewarded. Rewards may be more equitably achieved if

professionals in such positions are judged by standards relevant to their positions, rather than by standards intended for individuals with different roles.

4. What about professorial ranks for faculty whose assignments are largely related to research?

Professorial rank will primarily be used for teaching-related positions that have an expectation for research and scholarly accomplishment. However, a broad definition of teaching-related in Section II includes training of graduate, postdoctoral students and visiting scholars. Senior Research faculty, extension faculty, and librarians engaged in some scholarly work are also specifically included in Section II. Thus, we believe the guidelines include most faculty research positions for which professorial rank is currently assigned.

5. What is meant by Administrative Leave for Fixed-term Faculty Members?

After six years of cumulative full-time service, individuals in academic support, administrative support, and student support units on extended or multi-year fixed-term appointments shall be eligible to be considered for administrative leave for professional development. Such leave is at the discretion of the appropriate vice president. Conditions of the leave, including salary, length of leave, and other support are determined by the appropriate vice president and approved by the Vice Provost for Academic Affairs, consistent with State system guidelines. Sabbatical leaves for other faculty will continue to be governed by State System policy.

6. How will administrative leave work?

The purpose of administrative leave is to allow professionals in the academic support, administrative support, and student support areas an opportunity for professional development. Such leave is a privilege, not a right, and is granted at the discretion of the appropriate vice president. Procedures will need to be developed by each vice president and coordinated by the Vice Provost for Academic Affairs to insure that there is some degree of equity across areas. Such leave would be available to currently tenured staff as well as those on extended or multi-year fixed-term appointments. The needs of the department and the availability of funds to support a given leave will be important considerations in granting such leaves.

7. Will the use of academic rank for individuals in academic support, administrative support, and student support units be tied to individuals or positions?

Generally such rank is tied to an individual, since persons in professional staff positions in the typical case are hired first and foremost for the staff position. When such an individual, in addition, also performs duties that qualify for academic rank, an academic rank can be assigned. If, however, a professional staff position requires a concomitant academic responsibility, as defined by the guidelines, then the position can be advertised and titles and rank assigned accordingly. Academic rank can be added at any time if a person's job

responsibilities change. Approval for changes in rank must be approved through the Office of Human Resources and/or Academic Affairs, as appropriate.

8. Do the Academic Appointment Guidelines apply to appointments of graduate research assistants and graduate teaching assistants?

No.

9. Is it possible to move from a fixed-term appointment to a tenure-track appointment to a tenure-track appointment?

Very rarely. Individuals may occasionally be appointed on a fixed-term basis with the expectation that they will be moved to a tenure-track appointment at a later time. Such arrangements are normally made in advance (e.g., fixed-term until Ph.D. degree is awarded) and should be handled consistent with Affirmative Action guidelines and must be approved by the Office of Academic Affairs.

10. What ranks are eligible for tenure?

Four ranks are eligible for tenure: Senior Instructor, Assistant Professor, Associate professor, and Professor.