

## **Courtesy, Affiliate and Adjunct appointments**

The Department of Fisheries and Wildlife values collaborations with colleagues appointed outside of our Department or OSU. To collaborate with us, one does not need a formal appointment at OSU. In some cases, however, it is beneficial to formalize relationships with OSU and our Department. Benefits may include official recognition of a professional appointment; approved opportunity to teach or co-teach a course in our Department; approval to serve as a member of graduate student committees or as primary advisor of graduate students; and acquisition of an OSU ID number, which provides access to OSU recreational facilities, ability to purchase parking permits and to access certain library privileges. Note that Courtesy Faculty may access inter-library loan privileges but Affiliate Faculty may not.

A summary of the current OSU Office of Human Resources policy regarding Courtesy Faculty and Affiliate Faculty appointments can be found here: [http://hr.oregonstate.edu/files/documents/general/courtesy\\_affiliate.pdf](http://hr.oregonstate.edu/files/documents/general/courtesy_affiliate.pdf)

Much of the language in our Departmental document is taken directly from that resource.

### Types of appointments

**Courtesy Faculty** are qualified individuals who typically provide *substantive and sustained contributions* to achieve the mission of the Department and University. Collaborations are usually expected to last more than one year, although visiting scholars may be appointed as Courtesy for less than a year. Courtesy faculty are typically appointed for up to 5 years, with a review of contributions after 3 years. As long as contributions are substantive and sustained, the appointment may be renewed at the discretion of the Department Head with input from the Promotion and Tenure Committee.

**Affiliate Faculty** are qualified individuals who contribute to and participate in major functions that achieve the mission of the Department or University. Affiliate Faculty are normally asked to identify a regular faculty member who will act as mentor and collaborator. Appointments are typically for one year or less, but may be renewed at the discretion of the Department Head with input from the Promotion and Tenure Committee.

**Adjunct Faculty** is an OSU faculty member whose academic home is in another Department.

How do I request a courtesy or affiliate appointment in the Department of Fisheries and Wildlife?

Begin by discussing your interest with the Department Head, including whether you seek courtesy or affiliate status. After consultation, write a cover letter outlining your request and indicate which of the contributions listed below you expect to make during your appointment. Be sure to explain the specifics of your contributions in sufficient detail that readers can evaluate effectively your plan for contributing to our Department. Send a pdf of the signed cover letter and your current CV to the Department Head. The Head then routes those materials to the chair of the Promotion and Tenure Committee. The Chair sends those materials to members of the Promotion and Tenure Committee who review and comment. Comments are summarized by the Chair and directed back to the Head with a recommendation to approve, disapprove, or request additional information. The Head then reviews Committee feedback and approves or disapproves of the request for appointment.

Appointments are made at the discretion of the Head. The Promotion and Tenure Committee is encouraged to review and provide feedback to the Head regarding requests for appointment. An exception may be Affiliate appointments where the appointed faculty is only serving as an external committee member on a graduate student committee and needs an Affiliate appointment in our Department to be approved for University Graduate Faculty status. This is a minimum requirement for all members of graduate student committees.

**Examples of expected contributions to the Department**

*Courtesy Faculty*

Examples of *substantive and sustained contributions* that may warrant appointment as a Courtesy Faculty include:

- Teaching regularly scheduled classes (in Fisheries and Wildlife, Courtesy Faculty may teach undergraduate or graduate courses either as co-instructor or as primary instructor. The courses may be on-

- campus and/or via e-campus. Courses may include graduate seminars).
- Directing thesis work of graduate students as the primary advisor.
  - Serving as a principal investigator on research grants submitted through our Department.
  - Visiting scholar involved in a substantive collaboration with one or more Department Faculty members.
  - Providing regularly occurring consultations involving an expertise under-represented among our regular faculty, such as mentoring in statistical, molecular genetic, mathematical modeling or other specialized techniques.

### *Affiliate Faculty*

Examples of contributions to major functions that achieve the mission of the Department or University include:

- Co-advising a graduate student with a regular faculty member.
- Participating in joint programs with OSU faculty.
- Providing regularly occurring guest lectures in classes or assisting in outreach activities.
- Advising a student organization with a regular faculty member.

### *Adjunct Faculty*

Contributions may be quite diverse but are expected to be substantial enough to warrant official recognition as a member of our Department. Some examples include:

- Instructor of a regularly taught course that is cross-listed in our Department.
- Co-principal investigator along with a regular faculty appointed in our Department working on a substantial and sustained collaborative research project.

### How do I know if I should request a Courtesy or an Affiliate appointment?

In general, Courtesy Faculty members are more deeply involved in their contributions to the Department than are Affiliate Faculty. For example, Courtesy Faculty are often primary instructors for courses whereas Affiliate

Faculty are co-instructors or give regularly occurring guest lectures; Courtesy faculty often serve as primary advisors to graduate students whereas Affiliates serve as committee members; Courtesy faculty are principal investigators on grants submitted through our Department whereas Affiliates are co-investigators.

If you wish to participate as a committee member or co-advisor of a graduate student in our Department, the appropriate appointment is Affiliate. Your appointment will be renewed until the student departs our graduate program.

### How long is my appointment?

Courtesy Faculty appointments are usually 5-year terms, with a review by the Promotion and Tenure Committee and Department Head in year 3. Visiting Scholars may have Courtesy appointments that are shorter in duration.

Affiliates are typically appointed for one-year terms. Those appointments can be renewed after review by the Department Head. Affiliates who are only serving as committee members for graduate students are automatically renewed until the student departs our graduate program.

### Do I have voting privileges in the Department?

The Department encourages active participation in our faculty meetings by faculty with all types of appointments. Courtesy Faculty have voting privileges like regular faculty. Affiliate and Adjunct Faculty do not have voting privileges.

### How does periodic review of my appointment work?

The Department Head or Chair of the Promotion and Tenure Committee will correspond with faculty whose appointments are due for review. An email will be sent requesting an updated CV and a summary of contributions to the Department or University since the last review or initial appointment. The materials will be reviewed by members of the Promotion and Tenure Committee, summarized by the Chair, and sent to the Head. The Head will then approve or deny renewal, or request additional information. Courtesy Faculty will be reviewed at year 3 of a 5-year appointment and at year 5 if

another appointment is requested by the Courtesy Faculty member. Affiliate Faculty will be reviewed annually unless appointed only to serve as an outside committee member for a graduate student committee.

If Courtesy or Affiliate Faculty do NOT request review or extension of their appointments, their affiliation will be terminated at the end of year 5 or year 1, respectively (from the time of initial appointment or most recent renewal).

### Do I need to be on the Graduate Faculty as well?

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. 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 and is reviewed for approval by the Graduate Council. It is not expected that every Courtesy and 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.

### What other contributions to the Department are expected?

Courtesy faculty may be asked to serve as Departmental Reviewers during research reviews of our graduate students. Research reviews are meetings of graduate students with their advisory committee where the content of a written research proposal is evaluated. Fisheries students are required to have a faculty member representing Wildlife serve as Departmental Reviewer whereas Wildlife students are required to have a faculty member representing Fisheries. The Departmental Reviewer serves only during the research review meeting, not during the preliminary exams (PhD students) or final thesis defense.

We expect both Courtesy and Affiliate faculty to use the Department address in the byline of their publications when relevant and appropriate.

Approved by faculty vote: 9 October 2015