

CBEE Guideline for Courtesy 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. Examples include visitors from other universities, co-advising a graduate student, etc. **Adjunct** faculty are those faculty whose primary academic home is another OSU unit. Courtesy and Adjunct appointments in the School of Chemical, Biological, and Environmental Engineering will be made for a three to five year period with renewal possible given continued contributions.

PROCESS:

To request a Courtesy or Adjunct appointment an applicant should submit at least one month in advance:

- CBEE Courtesy/Adjunct appointment request form
- Nomination letter or a letter of interest from the candidate in which past, present, and anticipated future contributions to CBEE are detailed
- A current CV

A decision by the Head will be made within two weeks of materials submission.

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

- continuing service on a CBEE committee
- continuing service on CBEE graduate student committees other than as graduate representative
- on-going service in an advisory capacity to CBEE
- teaching in CBEE classes on an on-going basis
- teaching and research collaborations with CBEE faculty.

The School Head may request that the appropriate program group review each Courtesy and Adjunct appointment that is due to expire and recommend either continuation or termination.

OSU Courtesy Faculty Policy: http://hr.oregonstate.edu/manual/courtesy-and-affiliate-faculty-appointments**

**CBEE does not utilize Affiliate Faculty positions.

CBEE Visitor/Courtesy/Adjunct Request Form

(Approval required prior to inviting a visitor to CBEE)

Visitor Name: _____ Visitor Title: _____

Home Institution or Company: _____

Length of visit or appointment: Start Date: _____ End Date: _____

Detail of Collaboration/Justification:

Resources Requested:

Workspace/Desk

CBEE Computing User-Account (Must complete "CBEE Research Computing System Request" form if checked)

Visa Sponsorship

Appointment Requested (if any):

Graduate Faculty Status

Which program:

If yes, the following activities are recommended:

Teach Graduate Courses

Serve on student Committees

Direct MS Thesis

Direct PHD Thesis

If limited to one student's committee, please indicate name of student and degree sought:

Courtesy Faculty Appointment (required if Grad Faculty Status is checked)

Adjunct Faculty Appointment

Courtesy and Adjunct appointment evaluations are conducted on a three to five year cycle. After the initial time limit is reached, additional appointments of three to five years are considered by the School Head with the advice of the appropriate program group. By signing below, you agree to that you have read the policies associated with your request and assume all sponsor responsibilities.

Sponsor Signature: _____ Date: _____

Head Approval _____ Head Initial _____

Reason for denial: _____