

OREGON STATE UNIVERSITY

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# ACADEMIC APPOINTMENTS GUIDELINES

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## I. RULES GOVERNING ACADEMIC APPOINTMENTS

Academic appointments in the Oregon University System are governed by 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.

The Board of Higher Education Administrative Rule OAR 580-020-0005 separates academic ranks into two categories: graduate rank (Graduate Research Assistant, Graduate Teaching Assistant) and faculty 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.” The Board rules do not require assignment of rank to all unclassified employees.

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

OAR 580-020-0006 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. PROFESSORIAL RANKS

### A. Deans, Vice Presidents, and President

As mandated by OAR 580-020-0005(4), Deans, Vice Presidents, and the President shall have the academic rank of Professor.

### B. Assistant Professor, Associate Professor, and Professor

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; and
3. librarians whose positions carry an expectation for scholarly accomplishment.

Professorial ranks may be used for courtesy and affiliate faculty appointments, as appropriate. Refer to the university’s policies on Courtesy and Affiliate Faculty Appointments.

### C. Fixed-Term Faculty Eligible for Professorial Ranks

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

Assistant Professor (Extension)  
Associate Professor (Extension)  
Professor (Extension)

*For these ranks:*

- Position description must include at least 15% scholarship.
- Funding must be 50% or more non-recurring funds.
- If more than 50% recurring funds are used, the programming need is to be limited duration (2-6 years).

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

*For these ranks:*

- Funding must be 50% or more grants and contracts funds.

Assistant Professor (Clinical)  
Associate Professor (Clinical)  
Professor (Clinical)

#### **D. Faculty in Positions Without Expectation for Scholarly Accomplishment**

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

#### **E. 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 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. As described in OSU’s Promotion and Tenure Guidelines (<http://oregonstate.edu/facultystaff/handbook/>), “scholarly accomplishment” requires peer-review and dissemination.

#### **F. Faculty in Administrative Positions**

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 activity. The individual may be appointed to professorial rank or the rank of Instructor upon the approval of the Vice Provost for Academic Affairs.

### **III. OTHER FACULTY RANKS**

#### **A. Use of Other Ranks**

Other faculty ranks (Instructor, Senior Instructor, Research Associate, Research Associate (Post Doc), Faculty Research Assistant, Senior Faculty Research Assistant, and Lecturer) will be used as appropriate to the position assignment. The rank of Instructor or Senior Instructor will typically be used for faculty in teaching and other academic related positions.

#### **B. Tenure-Track Instructor and Promotion to Senior Instructor**

1. Tenure-Track Instructor

A tenure-track Instructor position is defined by teaching, advising and other assigned duties as delineated in the position description, and has a focus on a specialized assignment within an academic program. Such positions carry an expectation of scholarship as defined in the position description. Faculty in such positions are expected to demonstrate their potential for long-term contribution to the institution.

To establish an Instructor position as tenure-track, a department/unit must obtain written approval from the Dean and Provost by demonstrating that such designation is in the best interests of the department/unit, college and university. Tenure-track Instructor positions require a minimum of a Master's Degree. A national search will generally be required. Conversion of a fixed-term Instructor position to tenure-track will also generally require a national search.

Promotion and tenure of tenure-track Instructors shall be governed by the Promotion and Tenure Process and Guidelines. This implies that a tenure-track Instructor, under normal circumstances, will be considered for tenure in their sixth year of service. By the end of the sixth year, a tenure-track Instructor must be granted indefinite tenure or be given a year's timely notice that the appointment will not be renewed.

If a department/unit did not define the Instructor position as tenure-track at the time of hire, the Instructor is not eligible for indefinite tenure status without conversion of the position to tenure-track.

Instructors in tenure-track positions who have extended prior service as fixed-term Instructors may be eligible for promotion and tenure after three years of tenure-track status.

2. Promotion to Senior Instructor

**This rank may be used for the promotion of faculty members who have special skills or experience needed in the academic program of the institution, but who would not normally be appointed or promoted to the professorial ranks. For fixed-term Instructors with extended prior service, promotion to the rank of Senior Instructor cannot be made effective before the end of the third year of service. Promotion to the rank of Senior Instructor is not tied to the tenure decision for tenure-track instructors, and does not have to occur at the same time. Senior Instructor rank can only be gained through promotion, i.e., an individual cannot be hired into a Senior Instructor position.**

**C. Research Associate, Research Associate (Post Doc), and Clinical Faculty**

Research Associate, Research Associate (Post Doc), and Clinical Faculty positions may not be converted to professorial ranks. Such a change requires the establishment of a new position and open search, or submittal of a Request for Waiver of Search form with an attached letter of justification. 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.

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

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

1. Research Associate and Research Associate (Post Doctorate): a PhD is required.
2. Faculty Research Assistants and Senior Faculty Research Assistants: a minimum of a Bachelor's Degree is required. Senior Faculty Research Assistant rank can only be gained through promotion, i.e., an individual cannot be hired into a Senior Faculty Research Assistant position.

**IV. TENURE-TRACK AND FIXED-TERM APPOINTMENTS**

**Tenure-Track Appointments**

Faculty members appointed to positions that carry professorial rank as described in Section II B, and

are 0.5 FTE or more are generally tenure-track appointments unless their positions are clearly temporary in nature.

Tenure-track positions are used for faculty members in Extension and the library at professorial ranks, and for administrative faculty who meet the expectations of professorial ranks as described in Section II. Fixed-term positions are used for all other faculty members as described in Section C below.

### Tenure Commitment for Less Than 1.0 FTE

Some tenure-related positions may carry less than a 1.0 FTE tenure commitment following the granting of indefinite tenure. These part-time, tenured positions must be 0.50 FTE or greater.

### Fixed-Term Appointments

1. Fixed-term positions are used for:
  - a. faculty members who do not hold professorial ranks;
  - b. faculty members who hold professorial rank but are appointed at less than 0.5 FTE;
  - c. faculty members who hold professorial rank in one of the following appointments:
    - Assistant, Associate, or Full Professor (Extension);
    - Assistant, Associate, or Full Professor (Senior Research); or
    - Assistant, Associate, or Full Professor (Clinical)
  - d. faculty members performing academic support, student support, or administrative support functions unless the position has an expectation for scholarly accomplishment at a level typically expected of faculty in professorial ranks in academic departments; or
  - e. 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, are considered temporary.

**NOTE:** Fixed-term appointments at the Assistant Professor rank (not including Assistant Professor, Extension, Senior Research, or Clinical) will not be extended beyond two years without the approval of the Vice Provost for Academic Affairs. If approved, such an 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.)*

2. The rank of Instructor or Senior Instructor may be used for either fixed-term or tenure-related (as described in Section III above) positions when it would be in the best interests of the university.

### Length and Types of Fixed-Term Appointments

1. Regular Fixed-Term Appointments  
Appointment shall be for an appropriate fixed-term period, typically one year or less with renewal at the college/unit hiring authority's discretion.
2. Extended Fixed-Term Appointments  
An extended fixed-term appointment has a term of up to two years and, with administrative approval, may be extended for one additional year at the start of each appointment year. The funding source(s) for an

extended contract must provide a reasonable expectation that position funding will be available for the duration of the contract (e.g. education and general funds).

These appointments are generally available to heads of major administrative units and to the following academic ranks that have passed the first promotion in rank; who are appointed at a minimum of 0.75 FTE; have been in the position at least three (3) years; and have made significant contributions to the university over a sustained period:

- Senior Instructor;
- Associate and Full Professor (Extension);
- Associate and Full Professor (Senior Research);
- Associate and Full Professor (Clinical); and
- Senior Faculty Research Assistant.

Extended fixed-term appointments require the approval of the Dean or Vice President and the Vice Provost for Academic Affairs.

### 3. Visiting Appointments

This appointment is used for faculty visiting from other institutions of higher education or the private sector and who are paid by the university. 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. PROFESSIONAL TITLES WITH OR WITHOUT RANK

### A. Job Titles

Descriptive job titles may be assigned to professional or administrative 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. Designated Rank of Faculty in Academic, Administrative, or Student Support With Professorial Rank

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.

### C. Types of Faculty Positions in Academic, Administrative, and Student Support

Faculty positions in academic support, student support, and administrative support units will be of two types:

1. those with professional job titles (Professional Faculty); or
2. those with professorial rank in addition to a professional job title. For individuals with a record of or expectation for scholarship 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.

## VI. PROMOTION

Refer to the Faculty Handbook website: <http://oregonstate.edu/facultystaff/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**

Upon recommendation of the faculty member's Dean or Vice President, the Vice Provost for Academic Affairs may consider exceptions to the guidelines above on an individual basis.

## **VIII. HUMAN RESOURCES and AFFIRMATIVE ACTION**

The Offices of Human Resources and/or Affirmative Action and Equal Opportunity 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 by the Office of Human Resources.