

College of Health

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# Faculty Handbook

2024-2025



**Oregon State**  
University

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## INTRODUCTION

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This faculty handbook is a compilation of COH and select university-level policies, processes, and practices listed in alphabetical order by topic. In nearly all instances, the information in this handbook is available on college and university webpages or in other documents (e.g., onboarding documents). During the year, college and university webpages will continue to be the best source of the most current information. Please provide any suggestions to improve this handbook to the associate dean of academic and faculty affairs: Laurel Kincl by email: [laurel.kincl@oregonstate.edu](mailto:laurel.kincl@oregonstate.edu)

The OSU Faculty Handbook is available to provide clarity and guidance relating to academic faculty positions at OSU. Please access the OSU Faculty Handbook here:

<https://facultyaffairs.oregonstate.edu/faculty-handbook>

The Oregon State University, Cascades campus, Faculty Handbook can be found at:

<https://osucascades.edu/faculty-handbook>

## ADVISING RESOURCES

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Advising resources for COH can be found this link <https://health.oregonstate.edu/faculty-staff/resources#advising> . It includes general information (ex. incomplete grade policy, petition for late change of registration, working with students in distress, etc.) as well as advising information specific for undergraduate and graduate students.

Additionally, the **Student Dispute Resolution Policy** provides students with a mechanism to address and resolve perceived unjust treatment by members of COH including faculty, staff and administrators. Faculty should refer students with concerns to the policy that includes informal and formal steps to resolution of a dispute: <https://health.oregonstate.edu/academics/student-dispute-resolution-policy>.

## ADJUNCT, COURTESY, AND AFFILIATE FACULTY

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**Adjunct faculty** are professorial rank faculty associated with one or more OSU academic units but paid by other units of Oregon State University. Adjunct appointments enhance functions by improved communication with regular department faculty. Through cooperation and consultation, the productivity of these individuals and the program with which they are associated may enhance resident instruction, continuing education, and research by closer association with another department.

For additional OSU information see: <https://hr.oregonstate.edu/manual/adjunct-faculty-appointments>

Schools may name an individual as a **courtesy faculty** member if the contribution of the individual fill gaps of expertise among our college or university. Courtesy appointments include both responsibilities and privileges. Appointments are typically granted for 1-3 years, with renewals possible.

For additional COH information see: <https://health.oregonstate.edu/faculty-staff/resources#personnel>

For additional OSU information, please see: <https://hr.oregonstate.edu/manual/courtesy-status>

## ANNUAL REVIEW OF FACULTY

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Our college policy is to review faculty in accordance with university guidelines for periodic review of faculty described in the faculty handbook: <http://academicaffairs.oregonstate.edu/faculty-handbook/faculty-records-confidentiality-and-periodic-review>. As described in the faculty handbook, “a regular review of faculty can improve the quality of the teaching, research and service functions of the University. In addition, it will benefit individual faculty members by assuring that they are regularly informed of their status.”

See COH policy for annual reviews: <https://health.oregonstate.edu/faculty-staff/resources#pandt>

## BRAND, LOGO AND LETTERHEAD

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The COH communications and marketing team’s mission is to create awareness for you, the college, your field, and science. They are available to ensure that any materials for distribution conform to OSU branding guidelines. You can make a project request, get publicity tips, marketing materials (including templates), services and a style guide all available at: <https://health.oregonstate.edu/marcomm>. Faculty should use college or school letterhead when sending correspondence. The college name should be included on all letterhead, and faculty and staff should not create letterhead for specific programs within the college.

## CLASSROOM ASSIGNMENTS

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All classroom-related requests should be made to the COH scheduling coordinator, who will communicate with the university schedulers. Classroom assignments are made by the university schedule desk 3-6 months before the term begins. Classroom space is limited; instructors are asked to check their classroom assignments as soon as they are made. If an assigned room is problematic, alternatives will be sought, but there is no guarantee that a classroom will be changed. If special room features such as moveable chairs, a document camera, tiered seating, etc. are necessary, please communicate this to the scheduling coordinator well in advance.

To schedule a room for a time outside of the normal class meeting time contact the college scheduling coordinator at [Health.Scheduler@oregonstate.edu](mailto:Health.Scheduler@oregonstate.edu).

## COH ORGANIZATION AND LEADERSHIP

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COH organization charts can be found here: <https://health.oregonstate.edu/about/org-charts>.

The college’s current leadership roles and responsibilities here: <https://health.oregonstate.edu/about/key-roles>

## COLLEGIALITY

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Collegiality is important for our college – in terms of our relationships with each other, our ability to get our work done, our creation of a positive environment and culture for work and learning and our role modeling of professional behavior for our students. All faculty, staff and students are expected to be collegial and present members of the COH community.

See college’s full collegiality statement here: <https://health.oregonstate.edu/about/collegiality>

## CONFERENCE ROOMS

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Meeting and conference rooms are available in Ballard Hall, Bates Hall, Hallie Ford Center, Milam Hall, Waldo Hall and the Women's Building. Please note we cannot schedule classes in college meeting rooms.

Conference rooms in our college: <https://health.oregonstate.edu/faculty-staff/operations#room-requests>

Meeting rooms in the library: <https://library.oregonstate.edu/classrooms/guidelines>

## CURRICULUM PROPOSAL RESOURCES

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The COH curriculum proposal process and all other curriculum resources can be found here: <https://health.oregonstate.edu/faculty-staff/resources#instruction>

## DIVERSITY, EQUITY, INCLUSION AND JUSTICE (DEIJ)

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The COH mission to build a culture of health and belonging is realized through the advancement of faculty and student success through diversity, equity, inclusion and justice. Faculty are expected to report on DEIJ activities in annual reviews and for promotion and tenure. COH faculty/staff resources provide links and resources on transforming academia for equity including a syllabus assessment tool, example ground rules for inclusive classroom and diversity education opportunities.

See: <https://health.oregonstate.edu/faculty-staff/resources#personnel>

## EMAIL, LISTSERVS AND COMMUNICATIONS

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COH faculty and staff are required to use @oregonstate.edu email addresses when conducting business on behalf of the university. Additionally, faculty and staff who contact OSU students must use the student's @oregonstate.edu email address. If a student contacts faculty using their non-OSU email account, the best practice is to respond to both the non-OSU email address and their OSU email address.

Best practices and ways for communicating with the COH community can be found here: <https://health.oregonstate.edu/email>

## FACILITIES AND OPERATIONS

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At OSU, public safety is a shared responsibility, and we ask for your collaboration. Students, faculty and staff can contribute to their own and others' safety by being aware of their surroundings and reporting suspicious behavior or the presence of unusual or suspicious items. If you see something, say something. For non-emergency help, please call 541-737-3010. If it's an emergency, call 541-737-7000 or 911.

Building maintenance request should be report to the building manager who will then contact facilities. A list of Building managers can be found at <https://facilities.oregonstate.edu/buildings>.

COH has an operations team that oversees keys, phones, computers, office moves, office furniture, purchases using the purchasing card, facility issues/repairs, custodial issues/repairs, surplus, recycling, space inventory, room scheduling, rental of activity spaces and much more.

For additional information: <https://health.oregonstate.edu/faculty-staff/operations>

## FACULTY SEARCH PROCESS

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The process of conducting a faculty search was developed to establish guidelines for a unit head and dean to establish a search advisory committee including the composition of the search advisory committee, the chair, and tasks.

See the COH faculty search process here: <https://health.oregonstate.edu/faculty-staff/resources#personnel>

## FACULTY WORKLOAD

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The college guidelines for faculty assignments are developed with faculty input to clarify faculty distribution of effort, achieve consistency within the college, and provide a framework for decisions that advance faculty and program excellence in teaching and advising, research and scholarship, service, and administration.

See the COH current guidelines for faculty workload assignments here: <https://health.oregonstate.edu/faculty-staff/resources#personnel>

## FERPA

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The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), as amended, Oregon Revised Statutes 351.065 and their implementing regulations afford students certain rights with respect to their educational records and require Oregon State University to assure that those students' rights are not abridged.

All employees of OSU must comply with FERPA. An online certification process is available for employees with an educational need to access student records (e.g., Canvas).

The process takes the form of a tutorial, where employees will learn about the laws and regulations regarding maintaining and using student records. Most faculty take the tutorial during new faculty orientation in September, but if access to Canvas is needed sooner, please contact [Health.Scheduler@oregonstate.edu](mailto:Health.Scheduler@oregonstate.edu). It is recommended that employees set aside about 20 minutes to complete this course.

For additional information refer to <http://oregonstate.edu/registrar/guidelines-release-information> for Release of Student Records.

## MAIL AND OTHER OFFICE RESOURCES

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US Mail, campus mail and inter-campus mail is distributed by the unit. Faculty and staff should check with their supervisor or administrative staff if they have questions about mail or other office resources such as photocopiers, fax machine, and supplies.

## OFFICE HOURS

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Instructional faculty are expected to maintain in-person office hours each week during the terms in which they are teaching; a minimum of 2 hours per week is recommended depending on faculty teaching schedule and advising load. Office hours are required to be included on course syllabi. It is also recommended that faculty be available to meet with students outside their office hours, especially when students have conflicts with regularly scheduled office hours.

## OFFICE OF STUDENT SUCCESS

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The Office of Student Success in the college is located in Women's Building 105. It is a place for undergraduate students to connect with academic advisors and peer advisors, as well as professional faculty who can assist with career development. Online at <https://health.oregonstate.edu/success>, students can schedule an appointment and find extensive resources including strategies for managing financial, personal, and academic challenges. The Family Education Rights and Privacy Act (FERPA) permits academic advisors to discuss confidential information with other appropriate university officials such as faculty to help a student.

## OFFICE SPACE AND EQUIPMENT

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Office space is assigned by the unit. Faculty and staff should check with their supervisor or administrative staff if they have questions about janitorial service, food storage/ preparation areas, office security, furniture, supplies or equipment. Questions about space availability and assignments should be directed to their supervisor.

## OSU CRITICAL TRAINING PROGRAM

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COH faculty and staff are required to complete OSU's Critical Training Program which covers important topics such as ethics, mandatory reporting of child abuse, protected leave, information security and equal opportunity and access topics. As a community in COH, we are committed to living our vision, mission, and values. Faculty and staff are expected to conduct ourselves ethically, with the highest integrity and in compliance with all applicable laws, regulations, and policies.

See: <https://hr.oregonstate.edu/osu-critical-training-program>

## OSU ID

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Regular faculty, classified staff and temporary employees may obtain their OSU ID Card at the ID Center in the Memorial Union. Bring state or government issued (driver's license, passport) identification and a copy of the welcome letter (welcome letter will have been sent to the employee and the payroll coordinator by email). The letter will contain their OSU ID number and classification. Non-temporary faculty or staff and who did not receive a welcome letter, may still come to the ID Center, but they cannot issue an ID card until Human Resources has processed their paperwork. A copy of the welcome letter is required for temporary employees to have an ID card issued.

OSU-Cascades faculty, classified staff and temporary employees may obtain their OSU ID card at the ID Center at the OSU-Cascades campus.

Other regular faculty, classified staff and temporary employees should contact the ID Center to arrange for their OSU ID Card.

## PARKING

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Each campus location has different parking rules, so be aware before you park.

For Corvallis campus refer to <https://transportation.oregonstate.edu/parking>

For Cascades please reference [www.osucascades.edu/transportation-services/about-us](http://www.osucascades.edu/transportation-services/about-us)

Guest parking permits can be purchased online and emailed. Faculty and staff should check with their supervisor or administrative staff if they have questions about guest/participant parking.

## PEER REVIEW OF TEACHING

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Peer reviews of teaching are conducted for and by instructional faculty. The purpose of the peer review of teaching is to provide helpful feedback to each faculty member for the continued improvement of instructional programs and student engagement. Peer reviews are considered in periodic reviews of faculty (PROF) and for tenure and promotion.

See: <https://health.oregonstate.edu/faculty-staff/resources#pandt>

## PHONE SYSTEM

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The OSU Telecommunications website has all the information on the phone system:  
<https://is.oregonstate.edu/telecom>.

## PROFESSIONAL DEVELOPMENT

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In 2017 and 2018, an *ad hoc* mentoring committee developed a faculty mentoring program for the college. The committee first created a college mentoring policy, and then designed an implementation plan. If faculty are interested in participating in the program, please contact Laurel Kincl, associate dean for academic and faculty affairs at 541-737-9493 or [laurel.kincl@oregonstate.edu](mailto:laurel.kincl@oregonstate.edu)

OSU has an institutional membership that all graduate students, post doc scholars and faculty have access to the National Center for Faculty Development & Diversity, which provides professional development, training and mentoring.

See COH professional development resources here: <https://health.oregonstate.edu/faculty-staff/resources#professional-development>

## PROMOTION AND TENURE

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Given the organizational structure of our college, we have four committees with responsibilities related to promotion and tenure: each school's Promotion & Tenure Committee and the College Promotion & Tenure Committee. Following the university guidelines, faculty applying for promotion and/or tenure undergo a multi-step process that includes review at the unit level by their school's committee and school head and by the college committee and dean. The university promotion and tenure guidelines are available at <https://facultyaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines>

For information about the COH promotion and tenure and midterm review timelines, see:  
<https://health.oregonstate.edu/faculty-staff/resources#pandt>

## REGISTRATION OVERRIDES

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For a variety of reasons, students may require a registration override for a course. Undergraduate students should request an override from the Office of Student Success, using the class override form found online at <https://health.oregonstate.edu/advising/forms>.

Graduate students should contact Kara [Health.Scheduler@oregonstate.edu](mailto:Health.Scheduler@oregonstate.edu) to discuss the procedure for an override. Instructors should direct students seeking overrides to the OSS or [Health.Scheduler@oregonstate.edu](mailto:Health.Scheduler@oregonstate.edu).



## RESEARCH SUPPORT

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The COH Office of Research directed by the associate dean of research, supports and serves the faculty and College Research Centers to strengthen and grow the research enterprise of the College, enhance the research productivity and maximize the research potential and success of the faculty. Faculty will find pre-award support which includes finding funding source opportunities and proposal assistance and research productivity support. The Office of Research also fosters research training opportunities for faculty and students in the college.

See: <https://health.oregonstate.edu/research>

## SABBATICAL LEAVE

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Sabbatical leave is granted to eligible tenured faculty for purposes of research, writing, advanced study, and travel related to the applicant's field or related scholarly or professional activities.

For details about eligibility, salary coverage, length of sabbatical, and requirements, please see OSU's sabbatical leave policy and procedures at: <https://hr.oregonstate.edu/manual/sabbatical-leave>.

Sabbatical leave is a privilege. As a college, we need to balance the support of faculty for sabbatical activities with our responsibilities for collective success. Sabbatical will be granted when the applicant demonstrates that they will be using this period in a manner that will increase the applicant's effectiveness to the institution and to the state. Financial, staffing considerations, and impact on the academic program(s) or unit(s) are factors in the decision to approve, or delay, a sabbatical leave request. That is, approvals will consider whether the unit can operate in a productive way during the sabbatical period requested. (Note: Supervisor may be different titles. Corvallis Faculty: School Head, Cascades Faculty: Head of Programs, Extension Faculty: Extension Program Leader)

See the COH policy here: <https://health.oregonstate.edu/faculty-staff/resources#personnel>

## SYLLABI

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All courses offered in the COH must follow our college's syllabi template, which can be found at <https://health.oregonstate.edu/faculty-staff/resources#instruction>

Please read the instructions carefully and take note that the format must adhere to university and the college curriculum committee standards. All college syllabi should also be available on our website: <https://health.oregonstate.edu/academics/syllabi>. Syllabi are collected from instructors every term.

## TEACHING RESOURCES

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The university offers a wide range of resources related to teaching. Here are a few select websites where you can access teaching resources.

Center for Teaching and Learning: <https://ctl.oregonstate.edu/>

Ecampus Faculty Support: <https://ecampus.oregonstate.edu/faculty/>

Valley Library faculty resources: <https://library.oregonstate.edu/instructor-support>

## TRAVEL AND OUT OF THE OFFICE

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Faculty must notify their supervisor if they will be out of the office for extended travel (e.g., to a conference or research-related activities) or due to extended illness/surgery. This information will assist the unit in responding to questions regarding faculty schedules and availability. Faculty should discuss with their supervisor if they have questions about what to report and supervisor preferences about notification (e.g., email, how far in advance, etc.). All OSU-affiliated international travel must be reported prior to departure: <https://international.oregonstate.edu/international-travel>. If traveling internationally on grant funding, work with the Travel Office to ensure all necessary approvals are in place before travel arrangements are made. Travel and non-travel reimbursements are processed through Concur Travel and Expense found here: <https://health.oregonstate.edu/faculty-staff/college-resources/concur>

For additional travel topics, see <https://fa.oregonstate.edu/accounts-payable/travel>, ONID login required.

## WEB PAGES- FACULTY AND STAFF

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The coordinator of web and social media will assist all faculty and staff with their OSU profile page. Faculty should provide an updated CV annually. Please remember to contact the web coordinator with job changes (e.g., changes in rank or title) to keep all information current.

For all changes and updates please submit a project request web form found here: <https://health.oregonstate.edu/marcomm>.

Web Coordinator contact information: Alan Calvert, 202 Bates Hall, 541-737-2315 or [Alan.Calvert@oregonstate.edu](mailto:Alan.Calvert@oregonstate.edu).

*The College of Health Faculty Handbook is updated each academic year (some years missed inadvertently) to ensure information is current and links are functional and appropriately assigned. The version that this revision was based on was originally developed in the ADAFA office in 2018-2019 and has been streamlined and updated over the years.*

*\* In 2024-2025: 1) Diversity, Equity, Inclusion and Justice (DEIJ) section was added; 2) two sections were merged into one – email, listservs and communication; and 3) CPHHS was changed to COH.*