

Adopted April 2023

### **CPHHS Policy on Courtesy Faculty Appointments**

The College of Public Health and Human Sciences will follow university policy regarding Courtesy Faculty appointments, OSU Policy 219-09, available at the following link:

<http://hr.oregonstate.edu/manual/courtesy-and-affiliate-faculty-appointments>

As noted in this policy, Courtesy Faculty appointments include both responsibilities and privileges. In addition, the process of approval is not insignificant. For these reasons, requests should consider:

- Appointments should be reserved for faculty who fill gaps in expertise among our college or university faculty.
- Appointments will typically be granted for 1-3 years, with renewals as requested when needed; Appointment requests for more than 3 years require justification for the extended timeline.
- Typically, the cost of the appointment will be borne by the school (currently \$800 annually) for serving on a graduate student's committee. The school head may determine other appropriate funds should be used in other cases, such as where the appointment serves a funded research effort or non-graduate student function.

If you are seeking a Courtesy appointment for a visiting scholar and/or as a requirement for nominating the person as Graduate Faculty to serve on a graduate student's committee AND the person is not employed at Oregon State University follow the directions immediately below.

1. Provide the following information to your School Head, School Head Administrative Assistant, and CPHHS Doctoral Programs Manager:
  - Name and Title of Candidate
  - Copy of the candidate's current resume or vita
  - Proposed duration of appointment
  - Student and degree information (if seeking Courtesy Appointment for nomination to Graduate Faculty)
  - Written justification (refer to OSU policy for guidance on appropriate contributions of courtesy faculty members)
2. Obtain input and support from the faculty in your program (i.e., HDFs, GH, KIN).
3. Submit #2 to School Head for review and feedback.
4. School Head will seek the support of School faculty in a vote. The faculty member(s) who initiated the request will be asked to provide School faculty with their support and justification during the faculty meeting at which the vote will occur.

If School faculty support a Courtesy Faculty appointment, the School Head, School Head Administrative Assistant, and College Doctoral Programs Manager will initiate the appropriate processes as described in university policies.