



CPHHS FACULTY HANDBOOK

2022-2023

Introduction	3
Advising resources.....	3
Adjunct, Courtesy, and Affiliate Faculty	3
Brand, logo and letterhead.....	4
Classroom assignments	4
Conference Rooms	4
Consulting, overload and outside employment compensation.....	4
Curriculum proposal resources	5
Email.....	5
Facilities and operations.....	5
Faculty workload	5
CPHHS organization and leadership	6
Listservs and communicating to groups	6
Mail and other office resources	6
Office hours.....	6
Office of student success.....	7
Office space and equipment	7
OSU faculty handbook.....	7
OSU critical training program	7
OSU id.....	7
Parking.....	8
Peer review of teaching.....	8
Phone system	8
Promotion and tenure.....	9
Registration overrides	9
Research Support	9
Sabbatical leave.....	9
Syllabi	10
Teaching resources.....	10
Travel and out of the office	10
Web pages- faculty and staff.....	10

INTRODUCTION

This faculty handbook is a compilation of CPHHS 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). The college produces a faculty handbook each year that contains current information and provides the links to relevant information. 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

ADVISING RESOURCES

Advising resources for CPHHS can be found this link <https://health.oregonstate.edu/faculty-staff/college-resources#instructional>. It includes information on the incomplete grade policy, petition for late change of registration, working with students in distress, etc.

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

ADJUNCT, COURTESY, AND AFFILIATE FACULTY

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 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 will be substantive and sustained in achieving the mission of the school and the university. Courtesy status should be used when the collaborations are expected to last longer than a year and can be renewed after five years. Examples of such contribution are: teaching regularly scheduled classes, advising graduate students, serving as a principal investigator on research grants or visiting scholar.

Schools may name an individual as an **affiliate faculty** member if the individual contributes to and participates in major functions that achieve the mission of the department or university and is expected to be for one year or less. Contributions are under the direction of or in collaboration with a regular faculty member. Examples include: co-advising a graduate student with a regular faculty member, participating in joint programs with OSU faculty, providing guest lectures in classes or assisting in outreach activities or advising a student organization with a regular faculty member.

For additional information see: <https://hr.oregonstate.edu/manual/courtesy-and-affiliate-faculty-appointments>

Courtesy and affiliate faculty are not OSU employees. Please consult your school head for school policies and procedures regarding appointments of courtesy and affiliate faculty.

BRAND, LOGO AND LETTERHEAD

The CPHHS 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

All classroom-related requests should be made to the CPHHS 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 CPHHS.Scheduler@oregonstate.edu.

COLLEGIALITY

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 members of the CPHHS community.

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

CONFERENCE ROOMS

Meeting and conference rooms are available in Ballard Hall, Bates Hall, Hallie Ford Center, Milam Hall, Waldo Hall and the Women's Building. College, school and center staff can direct faculty to the appropriate person to contact for reservations. Please note that it is not our policy to schedule classes in college meeting rooms. Additionally, the Valley Library has rooms available for student meetings and presentations.

CONSULTING, OVERLOAD AND OUTSIDE EMPLOYMENT COMPENSATION

Faculty frequently have opportunities to provide consulting or engage in service activities (e.g., reviewing grant applications) that include consulting fees or other compensation. Some outside activities require approval. OSU's Conflict of Commitment Policy and applicable forms can be found in the University Faculty Handbook at <https://academicaffairs.oregonstate.edu/faculty-handbook/consulting-overload-and-outside-employment-compensation>.

CURRICULUM PROPOSAL RESOURCES

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

EMAIL

CPHHS faculty and staff are required to use their @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.

See also: listservs and communicating to groups.

FACILITIES AND OPERATIONS

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>.

CPHHS 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.

Debi Rothermund, Operations Manager, 541-737-3324

Kara Keenan, Operations Specialist/Scheduler, 541-737-2686

Fred Lay, Property Specialist, 541-737-3416 or 541-737-3266

FACULTY SEARCH PROCESS

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 college's guidelines for the faculty search process here: <https://health.oregonstate.edu/faculty-staff/college-resources#college-governance-documents>

FACULTY WORKLOAD

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 college's guidelines for faculty workload assignments in its entirety here:

<https://health.oregonstate.edu/faculty-staff/college-resources#college-governance-documents>

FERPA

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 CPHHS.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.

CPHHS ORGANIZATION AND LEADERSHIP

CPHHS organization chart can be found here: <https://health.oregonstate.edu/about>. The college's current leadership roles and responsibilities here: <https://health.oregonstate.edu/about/key-roles>

LISTSERVS AND COMMUNICATING TO GROUPS

CPHHS, BPHS, SOBE and some academic programs maintain email lists for faculty, staff and/or students in their units. Contact administrative staff for additional information.

For assistance sending email to the correct audience and getting subscribed to the appropriate(s) list at the university level see:

https://leadership.oregonstate.edu/sites/leadership.oregonstate.edu/files/communicating_with_osu_10_19_2015.pdf

MAIL AND OTHER OFFICE RESOURCES

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

Faculty who teach 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

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. Faculty can contact Erin Heim, Head Academic Advisor, at erin.heim@oregonstate.edu for assistance with an undergraduate student regarding non-academic issues, or issues that impact across a student's course load both within and outside the CPHHS. 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

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.

OREGON STATE UNIVERSITY FACULTY HANDBOOK

The Oregon State University Faculty Handbook can be found at: <https://academicaffairs.oregonstate.edu/faculty-handbook>. The Oregon State University, Cascades campus, Faculty Handbook can be found at: <https://osucascades.edu/faculty-handbook>

OSU CRITICAL TRAINING PROGRAM

CPHHS 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 CPHHS, 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.

OSU ID

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 make arrangements for their OSU ID Card.

PARKING

Each campus location has different parking rules.

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

For Cascades please reference www.osucascades.edu/transportation-services/about-us

Guest parking permits can be purchased online and emailed to guest/participants. Faculty and staff should check with their supervisor or administrative staff if they have questions about guest/participant parking. New employees are eligible for a free 5-day parking pass, work with administrative staff to obtain.

PEER REVIEW OF TEACHING

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 college's guidelines for conducting peer reviews of teaching here:* <https://health.oregonstate.edu/about>

PHONE SYSTEM

The OSU Telecommunications website has all the information on the phone system:

<https://is.oregonstate.edu/telecom>.

PERIODIC REVIEW OF FACULTY

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.” The required frequency of review for faculty with an FTE of 0.5 or more depends on the type of appointment.

PROFESSIONAL DEVELOPMENT

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

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 college's professional development resources here: <https://health.oregonstate.edu/faculty-staff/college-resources#professional-development>

PROMOTION AND TENURE

Given the organizational structure of our college, we have three committees with responsibilities related to promotion and tenure: the SOBE Promotion & Tenure Committee, the BPHS Personnel Committee, and the College Promotion & Tenure Committee. Current composition for all three committees can be found at: <https://health.oregonstate.edu/faculty-staff/college-resources>.

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://academicaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines>.

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

REGISTRATION OVERRIDES

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 Keenan at 541-737-2686 or CPHHS.Scheduler@oregonstate.edu to discuss the procedure for an override. Instructors should direct students seeking overrides to the OSS or CPHHS.Scheduler@oregonstate.edu.

RESEARCH SUPPORT

The College Research Office (CRO), 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 CRO also fosters research training opportunities for faculty and students in the college. See the CRO website at: <https://health.oregonstate.edu/research>

SABBATICAL LEAVE

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. As part of the application, CPHHS faculty must provide a detailed description of the purpose and expected outcomes of the proposed sabbatical leave; the Application and Contract for Sabbatical Leave form provides a small area for this description. Faculty should consult with their school head or Extension program leader as financial and staffing considerations and impact on the academic program(s) or unit may be factors in the decisions to delay approval of a sabbatical leave request. Applications for sabbatical leave must be approved by the faculty member's school head, Extension program leader (if applicable), the dean, and the provost and executive vice president.

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

See the college's sabbatical leave policy here: <https://health.oregonstate.edu/faculty-staff/college-resources#college-governance-documents>

SYLLABI

All courses offered in the college must follow our college's syllabi template, which can be found at <https://health.oregonstate.edu/faculty-staff/college-resources#instructional>. Please read the instructions carefully and take note that the format must adhere to university and the college curriculum committee standards. The syllabus that faculty distribute to their students will likely include additional information (e.g., weekly course schedule, specific assignments and policies for late or missed work). We encourage faculty to ask their colleagues for copies of their syllabi to review as examples. All college syllabi should also be available on our website: <https://health.oregonstate.edu/academics/syllabi>. Our college collects syllabi from instructors every term.

TEACHING RESOURCES

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/>

Learn@OregonState: <https://learn.oregonstate.edu/2019-faculty-success-symposium>

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

TRAVEL AND OUT OF THE OFFICE

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

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.