

**College of Forestry  
Adjunct and Courtesy Faculty  
April 29, 1991**

Definitions:

Adjunct Faculty are professional rank faculty associated with a specific department in the College of Forestry, but paid by other units of Oregon State University.

Courtesy Faculty are scientists or others who have qualifications appropriate to professorial rank and are associated with particular departments in the College of Forestry, but are not employed by OSU. Courtesy faculty appointments are described in the Faculty Handbook of the University.

Background:

There are scientists and professionals employed by other units of Oregon State University or by other organizations who, but virtue of their interests, capabilities, and backgrounds, can make significant contributions to a department's research and education programs. In addition, the productivity of these individuals and the programs with which they are associated may be enhanced by closer association with a department of the College of Forestry. Appointment of individuals as adjunct or courtesy faculty is intended to promote these advantages, and to provide these individuals access to and use of university facilities and resources as appropriate to these appointments.

Appointments to adjunct or courtesy faculty positions are the responsibility of each department and will be accomplished by the procedure and with the guidelines developed by each department. Each department will have a policy which promotes a productive relationship with courtesy and adjunct faculty and which establishes procedures for selection and review of these faculty. The policy should:

- a. Describe the functions and responsibilities of adjunct and courtesy faculty in the department, and the relationship of that department to their home unit
- b. Establish procedures for selecting and periodically reviewing adjunct and courtesy faculty of the department.

Following is a description of types of courtesy and adjunct faculty and the functions they might perform. These are intended as a guide to departments.

Types:

Courtesy Faculty are scientists or others who have qualifications appropriate to professorial rank, but are not employed by Oregon State University. They are usually employed by a research organization in the Corvallis area but may be located elsewhere.

Teaching and Research Adjunct Faculty are professorial rank faculty actively involved with university-based resident instruction, continuing education, and/or research programs, but are paid by other units of Oregon State University.

Extension Adjunct Faculty are professorial rank faculty with Oregon State University Extension appointments. They may be specialists in departments outside the College of Forestry or agents in county programs.

Functions:

Courtesy Faculty and Teaching and Research Adjunct Faculty enhance teaching and research programs. In some cases, this is accomplished by active participation in departmental programs. In other cases, it is achieved through improved communication and coordination which is fostered by a closer association with a department. With departmental (and in some cases graduate school) approval, these faculty may:

- Teach courses
- Serve as major professor for graduate students
- Serve on graduate student committees
- Conduct research and other scholarly works (usually in collaboration with regular departmental faculty)

Extension Adjunct Faculty enhance extension functions by improved communication with regular department faculty, including feedback from Extension agents to campus-based faculty. Through cooperation and consultation, they may also enhance resident instruction, continuing education, and research in the department.

Graduate Faculty:

Appointment to the graduate faculty is made only if an adjunct or courtesy faculty member is appropriately qualified and it is proposed they will teach (be responsible for) a graduate level course, serve as a thesis advisor, or serve on a graduate student committee. Appointment to the graduate

faculty is initiated through the department head, and approved by the graduate school. It is not expected that all courtesy and adjunct faculty will hold graduate faculty appointments.

#### Relation to Home Unit:

The department conferring an adjunct or courtesy appointment will notify the home unit of the individual appointment, but will only participate in evaluation of these individuals for promotion, tenure, or pay at the request of their home unit.

#### Selection and Review of Adjunct and Courtesy Faculty Appointments:

Selection – Each department will have specific procedures for selection and periodic review of adjunct and courtesy faculty appointments.

The key criterion for selection is: Will the proposed appointment significantly enhance the department's education and research programs? Adjunct and courtesy faculty nominees will normally have the same qualifications of prospective university faculty, i.e. appropriate education and experience relevant to departmental programs. For adjunct faculty, the rank will be the same as in their home department. Courtesy faculty rank will be based on university criteria for professorial ranks. Promotions of courtesy faculty will follow departmental, college, and university guidelines and procedures.

Review – Adjunct and courtesy faculty appointments are renewable but should be reviewed by the department. A periodic review of accomplishments and contributions of the individual in terms of the original appointment proposal and the intent of this policy is suggested.