

Guidelines for Developing and Revising Professorial Faculty Position Descriptions

All College of Forestry Professorial faculty members must have a position description (PD) that fairly and accurately describes their current duties and performance expectations. This PD is the basis for annual performance evaluations and for any promotion and tenure considerations. The Oregon State University Faculty Handbook and the OSU Office of Academic Affairs provides some guidance for the preparation and maintenance of faculty position descriptions. The purpose of this administrative memo is to provide unit leaders and supervisors with additional guidelines specific to the College of Forestry.

All assignments (e.g., teaching and advising, scholarship and creative activity, research, Extension, outreach, administration, service, etc.) should be identified and performance expectations described. In the College of Forestry the principal assignments will be to teaching and advising, research or Extension education. The amount of effort expected for each assignment is expressed as a percentage of 1.0 FTE. These percentages reflect expectations for work effort and may or may not be associated with the actual funding sources supporting salary for the position. The total percentage for all duties will equal 100% for individuals with a 1.0 FTE appointment, and will be proportionally less for individuals with less than a 1.0 FTE appointment (e.g., the total should be 75% for an individual with a 0.75 FTE appointment).

Position descriptions are to be dated and signed by both the faculty member and their supervisor. The PD should be reviewed during the annual performance review and revised when major changes in assignments or percentage allocation occur.

Guidelines For Allocating FTE

1) Teaching and Advising FTE:

FTE for teaching will normally be allocated as follows:

<u>Course Credits</u>	<u>Allocation (% of 1.0FTE)</u>
3	10.0
4	12.5
5	15.0

Some types of classes (e.g., with large, or numerous laboratories or recitation sections) may merit greater FTE allocations. New courses may also warrant additional initial FTE to account for preparation time. These allocation guidelines will also be used to assign FTE for fixed-term instructors.

FTE for advising shall normally be a minimum of 5% for those faculty expected to serve as a major professor for graduate students. Additional advising FTE may be allocated to faculty who serve as advisors to undergraduate students. Teaching and Advising FTE is normally combined for professorial faculty. For example, someone teaching three 3-credit courses per year and serving as a major professor would typically have a teaching allocation of $3 \times 10\% + 5\% = 35\%$.

2) Professorial faculty position descriptions should include at least 5% for university and professional service. All tenure-track and tenured faculty are expected to devote at least 15% of their effort to scholarship and creative activity.

Guidelines for Appointments Less than 1.0 FTE

Tenured/tenure-track faculty with less than 1.0 FTE appointments will usually be assigned teaching responsibilities as part of their tenure-track appointment; that is, the teaching FTE is a component of the T/TT FTE. In some cases, these faculty members may be offered additional teaching assignments that would increase their FTE above that covered by the T/TT appointment. This will be noted in the position description. Faculty performance with all teaching assignments will normally be considered in annual and periodic performance reviews.

Performance Expectations

The position description will include statements of expected performance for each assignment category. Faculty performance will be reviewed based on assigned duties and not on actual position funding source. Expectations will be adjusted with changes in FTE allocation. For example, a faculty member with a 0.75 FTE tenure-track appointment who is expected to teach two 3-credit courses per year, conduct research and mentor graduate students may have a PD with: 25% teaching and advising, 30% research, 15% scholarship and 5% service. If he or she obtains research grant funding to raise paid FTE to 1.0, then the PD and evaluation expectations would be changed to reflect a proportional increase in research and scholarship.

The PD of faculty holding Extension appointments shall include an expectation that the incumbent shall "...ensure that all people involved with your programs have equal employment opportunities and equal program participation opportunities regardless of their race, religion, sex, sexual orientation, national origin, age, marital status, disability and disabled veteran or Vietnam-era veteran status."