

I. Procedural Guidelines for Requesting Professorial Faculty Affiliation in the Department of Botany and Plant pathology

[Approved by faculty vote 5/6/2009]

This document describes the procedures followed by the department when an individual requests affiliation for which a vote of the faculty by written ballot is required. It is intended to be used in tandem with Part II, "Guidelines for Faculty Affiliations with the Department of Botany and Plant Pathology" revised on March 17, 1997 and again on May 6, 2009.

All requests for affiliation must have the sponsorship of one or more state-funded professorial faculty within the department. The responsibility for securing sponsorship lies with the individual seeking the affiliation. Sponsorship may also be sought directly from the Promotion and Tenure Executive Committee or the Department Chairperson in those cases where the individual is a new hire with a federal or state agency.

The role of the sponsor(s) will be to work with the individual and the appropriate departmental committee(s) and to present the case for affiliation to the faculty at large.

Requests for Affiliation can be withdrawn or deferred at any time during the process and can be resubmitted at a later time for full consideration. To be considered in a given academic year, all materials relevant to the request should be submitted to the Department Chairperson no later than the last day of classes in that year's fall term.

To initiate a request for affiliation, the following should be submitted to the Department Chairperson:

1. A letter detailing the reason for the request; it should include the expected benefit to both the department and the individual. Long-term career goals and any information on activities and actual or potential contributions to the department and university that are not readily evident in the c.v. should also be detailed.
2. A statement of philosophy on teaching, research, extension or other activity as relates to the affiliation sought.
3. A complete curriculum vita.
4. A letter from the sponsor(s) detailing support for considering the affiliation.
5. The names, phone number, and e-mail or mail address of three or four references outside the Department of Botany and Plant Pathology; these individuals may be asked to write letters addressing the qualifications for the affiliation requested. If the applicant is a member of another OSU department, one reference should be the department chairperson of that unit.
6. Three to five reprints or pre-prints, of recent refereed research (or extension) publications.

7. Title of a seminar that the candidate is willing to present if so requested; this will normally apply only to those individuals not currently or recently involved in departmental programs, or when no seminar has been given in the department recently.

The file of the applicant will be evaluated by the Promotion and Tenure Executive Committee and the Department Chairperson. A meeting between the applicant, the Department Chairperson, the applicant's sponsor and the chair of the P&T Executive Committee will determine if the file can proceed forward and/or if more information is needed before the file is made available to the BPP faculty. When the file is complete, the exact process then followed will depend on the nature of the request and the individual's previous interactions with the department. In most cases, the following will happen: the file will be made available to the faculty and the candidate will be asked to present a 30-minute seminar in which they (1) outline briefly their research program (or other professional activities, as appropriate) and (2) address specifically the contributions that they expect to make to the department. The seminar will be presented to the Promotion and Tenure Executive Committee, the Department Chairperson, and any other interested faculty or graduate students in a space commensurate with the expected attendance at the seminar. The seminar will be followed by an open discussion between the candidate and those in attendance. An additional meeting will be scheduled for evaluation questions between the candidate and the P&T Executive Committee and/or the Department Chairperson. After a minimum of one-week's notice, the request will then be presented at a meeting of voting faculty by the sponsor(s) or a representative of the Promotion and Tenure Executive Committee (with the assistance of a faculty member with expertise in the applicant's general area of research, if necessary). Following discussion, the vote will be taken by written ballot. Approval requires two-thirds or more "yes" votes from those voting up to one week after the ballot becomes available.

Approved by faculty vote on April 28, 1997 (change as needed) 95b>procaffil.497

II. Guidelines for Faculty Affiliations with the Department of Botany and Plant Pathology **[Approved by faculty vote 5/6/2009]**

This document was prepared by the *Ad Hoc* Committee on Integration of RA's and others on 26 July 1989. Approved by Faculty ballot vote completed in mid-August 1989. Revisions approved by Faculty ballot on October 15, 1990, March 17, 1997, and May 6, 2009.

All individuals with faculty rank [professors (including senior research, courtesy, visiting, and adjunct); research associates; instructors and senior instructors; faculty research assistants and senior faculty research assistants are expected to participate in departmental activities. Specific activities will vary depending on the nature of the appointment and can include participation in committee work, departmental meetings, attending or offering seminars, mentoring or serving on committees of graduate students, teaching, or other activities appropriate to the individual.

Voting rights are restricted to tenured and tenure-track professors, instructors, and those senior research and courtesy professors specially designated for voting privileges. Graduate faculty status may be requested upon application for a faculty affiliation or at any time following approval of an affiliation and requires a separate vote, as described below. Activities in graduate

education (teaching graduate courses, serving on thesis committees, co-advising or directing students) will be commensurate with academic qualifications and departmental involvement.

All OSU fixed-term professorial and courtesy faculty appointments are offered the opportunity for annual mentoring by a two-member committee of tenured faculty, using guidelines consistent with procedures for mentoring of tenured and tenure-track faculty. If fixed-term or courtesy faculty do not submit mentoring materials at least once in a 3 year period, their faculty affiliation with the Department of Botany & Plant Pathology will be reviewed and possibly revoked by the Promotion and Tenure Executive Committee and the Department Chairperson. This decision will be based on a review of the individual's contributions to the department over that 3 year period.

Throughout this document, "vote" refers to a 2/3 majority vote of eligible faculty who voted. All votes will be preceded by a one-week notice. Those not attending the meeting can submit a written ballot within one week following the meeting. Vote counts will be completed no sooner than one week following the meeting.

Categories 1-5, for which appointments include a professorial rank, carry the expectation of appropriate and continuing scholarly accomplishment. Initial rank is determined by usual Department and College procedures for all new appointments; criteria are consistent with those that would be used to evaluate candidates for hire into equivalent positions. Subsequent promotions are based on criteria for promotion and tenure as outlined and updated in University and Departmental guidelines. All OSU faculty, including Senior Research faculty and Courtesy faculty, are evaluated on similar criteria, with allowances for differences in positions.

1. Senior Research Professors (Fixed-term faculty paid entirely or primarily as principal investigators on OSU research grants or contracts.)

Rights: OSU privileges; submission of grant proposals as PI through Department of Botany and Plant, Pathology and OSU; office and laboratory space as available and appropriate.

Rights available with additional votes of the faculty:

Eligibility for graduate faculty as major professor.

Voting, with minimum of 0.5 FTE and after one year of affiliation.

Responsibilities: Senior research faculty at OSU perform key roles in assisting graduate student and postdoctoral training and in serving on Department, College, and University committees focused on research.

Method of Appointment: By faculty vote as described above.

Notes:

(a) All OSU fixed-term faculty appointments are offered the opportunity for annual mentoring and these faculty are mentored for promotion by the P&T Executive Committee. Outside funding and Department Chairperson approval are essential components for annual reappointment. Titles for these faculty members are Senior Research Assistant Professor, Senior Research Associate Professor, or Senior Research Professor.

(b) The terms "voting" and "non-voting" are for departmental use only.

2. Courtesy Professors (Faculty members not paid by OSU accounts, e.g., Federal scientists, but who have active roles and responsibilities in departmental teaching and/or research and other departmental responsibilities.)

Rights: OSU privileges; submission of grant proposals through Department and OSU (subject to approval of the Department Chairperson and Department Chairperson's Advisory Committee); office space-as necessary-and available; eligible for graduate faculty as a committee member.

Rights available with votes of faculty:

Eligibility for graduate faculty as major professor.

Voting, after one year of affiliation.

Responsibilities: Participation in departmental activities (seminars, journal clubs, departmental meetings, teaching; etc.) and willingness to serve on committees (or, if voting, full participation in departmental and University activities as described above for senior research professors' responsibilities.)

Method of Appointment: At the discretion of the Department Chairperson in consultation with the Promotion and Tenure Executive Committee or by faculty vote, as described above (Part I, Procedural Guidelines) .

Note: This is the appropriate category for visiting faculty who are not paid by OSU accounts.

3. Adjunct Professors (Professors from other OSU departments who interact in departmental research, teaching, *and/or* extended education.)

Rights: Appointment to graduate faculty at same level as in home department. Voting rights available if requested and approved by faculty vote as described above.

Responsibilities: Participation in departmental teaching, research, *and/or* extended education activities.

Method of Appointment: By faculty vote as described above (Part I, Procedural Guidelines).

4. Visiting Professors (Visitors on leave from other institutions or the private sector and paid on OSU accounts.)

Rights: OSU privileges; office space.

Responsibilities: Informal participation (seminars, journal clubs, etc.).

Method of Appointment: Discretion of the Department Chairperson.

5. Research Associates (For career doctoral level researchers or post-doctoral trainees paid by OSU funds.)

Rights: OSU privileges; office space; can serve as Co-PI. with supervising OSU professor and approval of Department Chairperson.

Method of Appointment: Discretion of the Department Chairperson and supporting Principal Investigator.

Notes: Individuals in this category would normally be associated with established research projects in the Department.

6. Courtesy Research Associates (For career doctoral-level researchers or post-doctoral trainees not paid by OSU funds.)

Rights: OSU privileges; office space as available and appropriate; can serve as Co-PI. with supervising OSU professor and approval of Department Chairperson.

Method of Appointment: Discretion of the Department Chairperson and supporting Principal Investigator.

Notes: Individuals in this category would normally be associated with established research projects in the Department.

7. Faculty Research Assistants and Senior Faculty Research Assistants (Support faculty members engaged in research and paid by OSU funds.)

Rights: OSU privileges; office space.

Method of Appointment: Discretion of the Department Chairperson and supporting Principal Investigator. These positions require bachelor's degrees

8. Courtesy Faculty Research Assistants and Courtesy Senior Faculty Research Assistants (Support faculty members engaged in research, not paid by OSU funds.)

Rights: OSU privileges; office space as available and appropriate.

Method of Appointment: Discretion of the Department Chairperson and supporting Principal Investigator. These positions require bachelor's degrees.