

July 10, 2021

**Department of Botany and Plant Pathology
Work Assignment Guidelines for Academic Faculty**

This policy provides guidance for work assignments and position descriptions for academic faculty in the Department of Botany and Plant Pathology. It applies to all academic faculty, both tenure-track (TT) and fixed-term (FT), with varying classifications and ranks of instructor, lecturer, professor, and all fixed-term professorial categories. Most TT and FT faculty are expected to contribute to instruction and to service, and TT faculty are expected to contribute to research and scholarship. Some faculty may have other duties including Extension and outreach. All faculty are expected to contribute to inclusive excellence.

1. **Individuality:** The work assignment distribution may vary among faculty members depending on the needs of the department and assigned responsibilities.
2. **Transparency:** Work assignment expectations will be documented in a written Position Description (PD), and reviewed periodically.
3. **Position description (PD).** The position description (PD) will provide an overview of responsibilities in the following areas (when applicable): 1. research; 2. teaching, advising, and other instructional assignments; 3. Extension and outreach; and 4. Service. Scholarship can be included and evaluated across all areas as appropriate for an individual PD. All PDs will also include text outlining expectations for diversity, equity, justice and inclusion. The PD should be reviewed at each Periodic Review of Faculty (PROF). Regular initiation of the PROF is the responsibility of the unit head, while timely provision of necessary documents is the responsibility of the faculty member. The PROF does not need to occur in the academic year (July 1 – June 30) in which promotion or tenure is to be evaluated, or in the academic year that a third-year review is completed. Position descriptions will specify the fraction of effort devoted to each area, to a precision of $\pm 5\%$, averaged over two academic years. Variance beyond $\pm 5\%$ that is expected to last more than two academic years should trigger an update to the PD. A short-term variance of more than 5% but lasting less than two years should be documented by an email between the unit head and the faculty member.
4. **Assigned by head.** Work distribution and teaching assignments are the responsibility of the department head. The responsibility of the head is to ensure that the total work distribution and assignments are administered appropriately and equitably, in accordance with the PD, taking into account the needs of the department and its students, and the amount of faculty FTE available to meet those needs. Work distribution and assignments should be reviewed in the context of the PD, at the time of each PROF.
5. **Appeals.** In the event that a faculty member views their assignment as excessive or unfair, faculty will submit, via email, the ways in which they view their assignment as excessive or unfair. The head will meet with the faculty member and follow up with a response via email. If further appeal is needed, that appeal will be directed to the dean.

July 10, 2021

6. **Research.** All faculty with research appointments will build and maintain a productive research program as measured by the standards of their field and commensurate with their rank and position description, as described in the Faculty Handbook. This expectation generally includes a combination of:
 - Individual and collaborative research.
 - Dissemination and publication of faculty and faculty/student research.
 - Other scholarly activity such as preparing textbooks, scholarly books, book chapters, monographs and literature reviews.
 - Seeking and obtaining external support for research.
 - Presentation of scholarship at meetings and publication in proceedings; colloquia and seminars at other universities and research organizations.
 - Supervision of scholarship or research conducted by undergraduate, graduate, or postdoctoral workers.
 - Development and dissemination of research products that are citable and accessible including but not limited to databases, data sets, software, and patents.
 - Development and curation of research collections.
 - Patent applications and invention disclosures for OSU intellectual property.
 - Peer-reviewed products are expected and required.

7. **Teaching, advising, and other instructional assignments.** The Department uses the following guidelines to establish the number of courses in an individual's assignment.
 - a. **Teaching assignment.** A 3-credit lecture course is generally expected to require 10% effort of a 1.0 FTE, 9-month appointment (0.9 months effort), or ~8.2% effort of a 1.0 FTE, 12-month appointment. Factors that may be considered include course enrollment, number of credits, course level (introductory, undergraduate, graduate, etc.), whether the course is being taught for the first time, whether it is the instructor's first time teaching the course, the number of sections of the same class being taught by one faculty member, level of instructional support (graders, teaching assistants, learning assistants), responsibility for lab or recitation preparation, grading requirements, Ecampus or in-person format, and team taught classes.
 - b. **Buyout.** It is a general expectation that most faculty will contribute in a significant way to teaching and service as well as being active in scholarship. As a result, research activity, in itself, is not a justification for reduction in teaching or service work assignment. At the discretion of the department head, faculty may buy out instructional time through salary release. As a typical 1-quarter course represents 10% of effort, a one course buyout would require 10% of salary + the associated OPE, i.e., for a faculty member on a 9-month appointment, this would be 0.9 months of salary + associated OPE. The funds for the buyout return to the department budget.
 - c. **Pre-tenure faculty.** To launch a scholarly career and to achieve tenure, a TT faculty member must establish an active research program and gain external professional recognition. The department head will administer the work assignment of assistant professors so as to provide opportunities to establish a vigorous research program. All

July 10, 2021

faculty at the rank of assistant professor shall be provided a minimum of one course release during their time as Assistant Professor.

d. Examples of teaching activities include:

- Undergraduate and graduate classroom, remote, or Ecampus teaching.
- Instruction in teaching laboratories.
- Other instruction related activities such as curricular development, laboratory or lecture coordination, and developing grant proposals to support instruction.
- Supervision of undergraduate experiential learning or learning assistants.
- Substantial academic advising of undergraduates.
- Mentoring or advising of undergraduate students, graduate students and postdoctoral researchers.
- Serving as a member of graduate student committees or serving on an Honor's thesis committee.

8. Extension and Outreach. TT faculty and Professors of Practice may have Extension responsibilities based on the individual nature of appointment. Extension is defined in the Faculty Handbook and is evaluated based on a combination of peer evaluations and tabulated responses from participants. Examples of Extension programming include, but are not limited to:

- Non-credit seminars and presentations.
- Workshops and short courses.
- Continuing-education and distance-learning programs (including E-campus).
- Camps.
- Free-choice learning.
- Field days.
- Websites, social media and videos.
- Stakeholder assistance with diagnosis and identification of samples.
- Peer reviewed and non-peer reviewed Extension publications.

9. Service. TT faculty members are typically expected to devote ~10% effort in service. Pre-tenure TT faculty may be assigned lower service in recognition of time needed to establish a scholarly program. FT faculty members may contribute to service duties where allowed.

Examples of service activities include:

- Membership on Department, College and University committees.
- Service on the faculty senate.
- Serving as a Grad rep on graduate student committees.
- Service to government and professional societies including committee assignments, elected positions, and conference organization.
- Editorial and peer reviewing activities for professional journals and granting agencies.
- Public and community outreach.
- Uncompensated consulting activities for the public good.

July 10, 2021

10. **Diversity, equity, justice and inclusion.** All faculty are expected to contribute to diversity, equity, justice and inclusivity (DEJI). Examples of work to advance inclusive excellence includes:

- Serving on committees that have a diversity, equity, justice or inclusivity (DEJI) focus.
- Serving as a faculty advisor for a student group that has a DEJI focus.
- Training and serving as a search advocate.
- Attending workshops or conferences that help build multicultural competencies.
- Development and teaching of a Difference, Power and Discrimination (DPD) course.
- Development and teaching of DEJI content in non-DPD courses.
- Engaging in recruitment and mentoring to increase the diversity of faculty, staff and students at OSU.
- Bringing speakers to campus from a diversity of perspectives.
- Working to create a safe and inclusive working environment at OSU.
- Further examples of work can be found at the ADVANCE website (<https://advance.oregonstate.edu/metrics-evaluating-support-equity-inclusion-and-justice>) and in the OID strategic plan (<https://diversity.oregonstate.edu/strategic-plan>).

11. **Faculty Handbook.** See the Faculty Handbook for more information related to Research and Scholarship, Teaching, Advising, and Service (<https://facultyaffairs.oregonstate.edu/faculty-handbook>).