

College Auxiliary Faculty Appointment Policy

Policy Background

Visiting Faculty

Visiting faculty titles are to be used consistently with university policy. Visiting faculty appointments (visiting instructor, visiting assistant professor, visiting associate professor, visiting professor) may either be compensated or not compensated and shall be used for individuals who spend a limited period of time in residence at OSU for purposes of participating in the instructional and research programs. Visiting faculty members on leave from a regular academic appointment at another institution are appointed at the rank held in that position. The rank at which other (non regular faculty) individuals are appointed is determined by applying the criteria for appointment of regular tenure track faculty. Visiting faculty are not eligible for tenure. They may not be reappointed for more than three consecutive years at 100% FTE.

Lecturer

The titles of lecturer and senior lecturer are to be used for all compensated appointments when responsibilities pertain strictly to formal course instruction and department service. Lecturer appointments are annual appointments, subject to renewal on the basis of performance review.

Policy

All compensated auxiliary faculty appointments 75%fte or greater appointed for 3 academic quarters or more are to be processed as benefits-eligible appointments. Relocation expenses may be paid at the discretion of the school/department if necessary. Schools/Departments will be responsible for funding the expense from their existing budget.

Process

Appointments for visiting or senior lecturer titles are recommended by the School Director/Department Chair and approved by the Dean or her designee. Recommendations must a draft letter of offer, specifying duties, and provide the candidate's CV if not previously employed within EHE in the title. Reappointment letters are required for each academic year. The Dean of the College reviews and approves the request, and returns the offer letter to the School Director/Department Chair for delivery to the candidate.

Guiding Policies

OAA Policies and Procedures Handbook, Compensated Auxiliary Appointments

http://oaa.osu.edu/documents/OAAHBVol1_002.pdf

Rules of the University Faculty, 3335-5-19

<http://trustees.osu.edu/rules5/ru5-19.php>

College of Education & Human Ecology Patterns of Administration
(TBD)

Questions

Policy - Dean of the College of Education & Human Ecology

Paperwork Completion or Status of Approval - School/Department/Administration HR Officer or College HR Director