### Faculty/Staff types and Implication for Hiring, especially for Grants  (DRAFT – 10/12/15)

**Intended use:** This document is intended to support program and grant budgets. It is a quick overview of the types of positions at Cascades, how the positions are advertised, specific financial considerations, and approval processes. It is not intended to replace university process or policy. At the end of the document are a list of links that provide additional information. Those sites (and others) represent official policy and procedure, not the caricature contained below.

**Recruitment:** All positions must be filled by open and competitive recruitment. The only exception to this rule is for a temporary employee (fewer than three days) or Graduate Assistants. Some specifics about recruitment are included below. Recruitment, interviewing and moving costs for grant funded employees will be charged to the grant or PI start-up or PI ROH.

**Space:** Space is an issue. All requests for new faculty/staff/GRA/GTA must be approved by the OSU-C Business Office prior to grant submission.

**Affordable Care Act:** If a person has been employed for a year with benefits at Cascades and leaves full time employment (voluntarily or otherwise), if they are hired back at Cascades at any FTE over the next 12 months, Cascades must offer full benefits for the period of time that they are working (~$200/month).

**Grant-based Staff:** When there are unique needs, two things need to be determined: the type of appointment, and the funding model (salaried, hourly, etc.). Please send Susan Jett the following information: 1) Specific work duties and percentage of effort allocation to each, and 2) Timing of work – full time or part time; continuous or intermittent. Susan can take that information, run it through the HR machine, and come up with potential position types and finances.

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Advertisement/Search</th>
<th>Financial Considerations</th>
<th>Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing Faculty</strong></td>
<td>None for including on grant supported projects.</td>
<td>- $5000 for buyout of 3.5 WU available for up to 7 WU. In grant budget list as $3330 salary and $1670 OPE or other appropriate split based on actual OPE rate.</td>
<td>- Program Lead (to assure that there are qualified and available replacement faculty)</td>
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<td>(tenured, tenure-track, and full time instructors)</td>
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<td>- Third 3.5 WU buyout at approved rate from Corvallis unit (typically about 10% of salary plus OPE).</td>
<td>- Associate/Dean</td>
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<td><em>(Unclassified)</em></td>
<td></td>
<td>- Summer salary on grants for 9 month faculty are at a maximum of 2.5 months (3 months with approval of funder).</td>
<td>- Kira to assist input into faculty salary calculator</td>
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<td></td>
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<td>- All buyouts need to be recorded with Terri (through Susan) with an activity code for the buyout. Make sure Susan/Terri know which adjunct is being hired as a result.</td>
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<tr>
<td><strong>Tenure/Tenure Track Faculty</strong></td>
<td>30 days advertisement (minimum), typically in Chronicle of Higher Ed (electronic), OSU Job Sites, etc. by Susan. Professional association websites/listservs by search committee.</td>
<td>- Salary comps with CRV, OPE, $2000 PD, computer setup ($2000), research startup (varies by discipline), program startup to be considered, $600 in-state travel (IST)</td>
<td>- Proposal from Program lead to Associate/Dean</td>
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<tr>
<td><em>(Unclassified)</em></td>
<td></td>
<td>- Expenses covered centrally by OSU-C: advertising and interviewing; Expenses covered by program budget: moving expenses, PD/IST, computer set-up, startup</td>
<td>- Consideration by Deans, Kelly, and Jane</td>
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<td>- 12 month faculty accrue vacation leave that must be paid out at termination up to a max of 180 hours</td>
<td>- Financial approval by Kelly and Becky</td>
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<td><strong>Instructors – Full time</strong></td>
<td>Same as TT/T above</td>
<td>- Year to year appointments until promotion. After promotion, 2 or 3 year contracts based on rank.</td>
<td>- Teaching approval by CRV unit</td>
</tr>
<tr>
<td><em>(Unclassified)</em></td>
<td></td>
<td></td>
<td>Proposal from Program lead to Associate/Dean</td>
</tr>
</tbody>
</table>
| Part-time Instructors | Use existing pool or do a special advertisement to augment the pool. If hired from pool, program lead can look for qualified candidates and hire directly. If advertised (Bend Bulletin, 3 day ads; also Craig’s List, etc.), generally 7 days or more till full consideration date for review of files. | Continuous Employment:  
- 9 or 12 month. (Typically based on 9 month)  
- Consistent FTE across year, often 0.49 FTE to teach equivalent of 5 courses.  
- Salary .49 of a full time instructor based on comps with CRV unit, retirement contributions (21%)  
- 26% OPE (minimum) unless retirement eligible  
- Not benefits eligible, no moving expenses  
- PD for continuous 9 month 0.49 (half time) ($900 PD), dedicated work station (perhaps shared), invitation to faculty/staff events  
- Annual PROF if under 5 years teaching  
- Entitled to use drop-in faculty space or shared office  

- Term to Term Employment:  
  - Start dates 9/16, 12/16, 3/16, or 6/16  
  - Term FTE based on Part-time Pay Scale (degree level, number of credits, enrollment)  
  - 26% OPE (minimum) unless retirement eligible  
  - No benefits, PD, moving, etc.  
  - Entitled to use drop-in faculty space  

| Visiting Instructors | Same as Part-time Instructors | Year to Year appointments. Designed as short duration and fixed term (typically 9 or 12 months).  
- Entitled to use drop-in faculty space  
- All other considerations same as Instructors  

| Summer Academic Wage | Not required for faculty on contract | Most often used to hire 9 month faculty in the summer. Salaries can be hourly based on academic year hourly rate or on lump sum. Salary amount to be negotiated. Supervisor in Emp Center assigned for hourly wages.  
- OPE: See HR  
- For non-regular faculty, entitled to use drop-in faculty space.  

- Approved in program budget or by special request  

| — | — | —  
Consideration by Deans, Kelly, and Jane  
- Funding approval by Kelly and Becky  
- Teaching approval by CRV unit  

- Preapproved in budget process  
- Program lead makes hiring decisions  
- Teaching approval by CRV unit to teach specific courses  
- Program leads keeps Associate/Dean informed for budgeting purposes  
- Program leads work directly with Susan to generate contracts prior to the term of hire  

- Same as Instructors  

| **Professional Faculty**  
*(Unclassified)* | Duties drive the job classification. Positions may be excluded from classified status if they include the following duties: managerial, confidentiality, supervision, or community of interest with academic faculty. Generally do not teach or conduct research. Most often administration or management. | Salary depends on job classification. Job family profiles have range provided to attend to skills, education, and experience.  
- Yearly contracts  
- Full OPE if over 0.49 FTE  
- Computer setup, and PD/IST depending on approved request in program budget  
- Accrue vacation leave that must be paid out at termination up to a max of 180 hours  
- FLSA exempt employees: not eligible to receive overtime compensation | - Proposal from Program lead to Associate/Dean  
- Consideration by Deans, Kelly, and Jane  
- Funding approval by Kelly and Becky |
| **Classified Staff**  
*(Classified)* | Do not teach or do research. Most often in support roles and state union represented. | - Salary depends on job classification.  
- After probationary period, these are continuous contracts.  
- OPE based on FTE regardless of FTE (prorated)  
- Computer setup, and PD/IST depending on approved request in program budget  
- Accrue vacation leave that must be paid out at termination up to a max of 180 hours  
- Typically eligible to accrue overtime and comp time (1.5 x salary or time off) | - Proposal from Program lead to Associate/Dean  
- Consideration by Deans, Kelly, and Jane  
- Funding approval by Kelly and Becky |
| **Senior Research Faculty** | Same as other faculty | - Fixed-term faculty paid entirely or primarily from research grants or contracts.  
- May hold academic rank.  
- Salary and benefits based on department compas and as listed in grant budget  
- Office/research space needs should be requested through Jane Barker prior to grant submission  
- Any equipment for new hire should be paid by grant funds, PI startup or PI ROH | - Preapproved in grant budget by OSU-C Business Office  
- Selected by PI |
| **Research Associate** | Same as other faculty | - Grant or contract based. Requires the highest degree possible appropriate to the field.  
- Generally not PIs. Used for career doctoral-level researchers and post docs.  
- Salary and benefits based on department compas and as listed in grant budget  
- Office/research space needs should be requested through Jane Barker prior to grant submission  
- Any equipment for new hire should be paid by grant funds, PI startup or PI ROH | - Preapproved in grant budget by OSU-C Business Office  
- Selected by PI |
| Faculty Research Assistant | Same as other faculty | - Grant or contract based. Used for key support faculty members engaged in research. Position requires bachelor’s degree.  
- Salary and benefits based on department comp and as listed in grant budget  
- Office/research space needs should be requested through Jane Barker prior to grant submission  
- Any equipment for new hire should be paid by grant funds, PI startup or PI ROH | - Preapproved in grant budget by OSU-C Business Office  
- Selected by PI |
| --- | --- | --- | --- |
| Courtesy Appointment | Substantive and sustained (over 1 year, up to 5 years) contributions including teaching, advising, research, and/or grants. May be a PI on a grant with permission.  
- May or may not carry academic rank (approved by department chair and dean). Eligible for promotion. May be appointed to the Graduate Faculty.  
- Not an employee and may not receive compensation in any form from OSU.  
- Eligible for university ID card, library privileges, and access to recreation facilities. Not eligible for other benefits.  
- Office/research space needs should be requested through Jane Barker prior to grant submission  
- Any equipment for Courtesy Appointment should be paid by grant funds, PI startup or PI ROH | - Initiated by department head, approved by dean and HRM |
| Affiliate Appointment | Contributions to major functions of a program typically lasting less than one year.  
- Do not hold academic rank. May be appointed to the Graduate Faculty.  
- Not an employee and may not receive compensation in any form from OSU.  
- Eligible for university ID card, library privileges, and access to recreation facilities. Not eligible for other benefits.  
- Office space needs should be requested through Jane Barker  
- Any equipment for Affiliate Appointment should be paid by program budget | - Initiated by department head, approved by dean and HRM |
| Graduate Teaching or Research Assistant | Does not need to be advertised. Most likely sources are from CRV. | - Appointment range from 0.20 to 0.49 FTE  
- Minimum salary = $3661/month at 1.0 FTE ($43,932 annual for GRA)  
- Can appoint by the month, usually 9 months  
- Tuition Remission for all GAs over 0.20 FTE. Must be paid by Cascades unless CRV unit agrees to pay. Resident rates apply | - If paid for on grant, must be approved by CRV dean/department chair.  
- Approval from Kelly prior to grant submission in order to consider space and services |
regardless of residency. $6985 tuition/term and $525 fees/term. Some units charge higher differential tuition.
- OPE: about $4.00/month
- Health Insurance: about $250/month
- Need to consider housing, etc., if coming from CRV
- Office/research space needs should be requested through Jane Barker
- Any equipment for GTA/GRA should be paid by grant funds, PI startup, PI ROH, or program budget

| Student Worker | Open and competitive search for a minimum of 3 days. Posted on OSU Jobs web site. No formal search committee. | Hourly salary based on nature of duties. Student scale of salary based on duties. Slides from minimum wage to $20/hour. Faculty member is supervisor and approves time sheets in Emp Center. OPE = 8% Faculty need to request office space and equipment through Jane Barker (not guaranteed) | Preapproved if in program approved budget. Hired by Program Lead or Faculty providing oversight. Same if hired through a grant. |

| Post-Doc | These positions are being considered for phasing out at OSU. [http://gradschool.oregonstate.edu/postdocs/appointment-and-recruitment](http://gradschool.oregonstate.edu/postdocs/appointment-and-recruitment) | |

**OSU Links to additional resources:**


Graduate Tuition Remission: [http://gradschool.oregonstate.edu/finance/tuition-remission/graduate-tuition-remission-policy](http://gradschool.oregonstate.edu/finance/tuition-remission/graduate-tuition-remission-policy)

Professional Faculty Profiles: [http://hr.oregonstate.edu/job-category-and-compensation-program/position-profiles](http://hr.oregonstate.edu/job-category-and-compensation-program/position-profiles)

Faculty Ranks, third section down: [http://oregonstate.edu/admin/aa/faculty-handbook-academic-freedom-and-faculty-appointments](http://oregonstate.edu/admin/aa/faculty-handbook-academic-freedom-and-faculty-appointments)

Courtesy and Affiliate Faculty Appointments: [http://hr.oregonstate.edu/manual/courtesy-and-affiliate-faculty-appointments](http://hr.oregonstate.edu/manual/courtesy-and-affiliate-faculty-appointments)