

Department of Crop and Soil Science

DEPARTMENT HANDBOOK

Fall 2018, version 2



CROP AND SOIL SCIENCE DEPARTMENT HANDBOOK

To ensure your continued success in your position with the Department of Crop & Soil Science and the success of our department, your leadership team is providing you the following department handbook. This information is intended to strengthen our department's high standards and success as a team and as individuals.

If you have questions about the contents of this information, please speak with Administrative Manager or Department Head.

Contents

A

Accident Reporting.....	6
Address Changes.....	6
Advising.....	7
Affiliate/Courtesy/Adjunct Faculty Request Process.....	7
Americans with Disabilities Act (ADA).....	13

B

Building and Space Atlas.....	15
--------------------------------------	-----------

C

Calendar(s) Departmental Events/Polycom/Conference Phone and Line Requests/Travel	29
Classified Bargaining Agreement (SEIU)	31
Committee Guidelines/Committee Rosters	31
Common Space Use.....	34
Computing.....	34
Curriculum-Course Management and Updates/Course Proposals, Process and Support/University Review/Program Administration.....	34

D

Department Culture and Decorum-(CAS “salmon” sheet).....	36
Department Endowments and Gift Funds.....	36
Department Facilities and Equipment.....	36
Department Organizational Chart.....	37
Department Succession Plan.....	38

Department Vision, Mission, Values Statement.....	38
Disability Access Services (DAS).....	38
Distressed Students.....	39
Diversity.....	42
Document Review Requests-Department Head.....	42
Docusign-Electronic Signatures.....	43
E	
Email Distribution Lists.....	43
Email Requests to Department Head.....	43
Emeritus Request Process.....	44
Employment-CSS Recruiting/Hiring Process for Tenure-Track, Fixed-Term, Classified, Temporary, Student Positions.....	45
Equipment Availability-general use.....	47
ESET Evaluation of Teaching Score Retrieval.....	47
F	
Faculty Award Process.....	47
Faculty Campus Clubs.....	47
Faculty Campus Resources/Benefits.....	47
Faculty Handbook (OSU).....	48
Finance-Index/Grants/Overload Payments/Stipends/Services & Supplies.....	48
G	
Graduate Student Travel Awards.....	49
Graduate Faculty Request.....	51
Graduate Student Application Process.....	51
Graduate Student GRA/GTA Appointment Request/Timeline.....	53
Grant Proposal Process.....	54

Grievance/Ombudsman/EAP.....	54
K	
Key Requests.....	59
L	
Leave Requests-Sick/Vacation/FMLA Request Process.....	60
Letterhead.....	62
Letter of Recommendation-Writing Guidelines/Sample.....	62
M	
Meeting Request-Department Head.....	63
Mentoring-New Faculty, Graduate Student.....	63
Mid-Term Review Timeline/Process/Calendar.....	63
Motorpool and Project Vehicles.....	65
O	
Onboarding/Benefits.....	68
OSU Faculty Handbook.....	80
OSU Event Calendar.....	80
P	
Parking-University/Department/Loading Docks.....	80
Payday-Direct Deposit/Online Earnings Statements.....	82
Periodic Review of Faculty (PROF) Timeline/Process.....	83
Philanthropy (University/Department/Project/Personal).....	100
Position Descriptions.....	100
Printing/Mailing/Shipping/Faxing.....	100
Promotion, Tenure and Conversion Timeline/Process/Calendar.....	102
Property (OSU/CSS/Project/Personal/Inventory).....	104
Purchasing Request/Timeline.....	104
R	
Reimbursement Timeline/Process.....	104
Retirement Timeline/Planning Process.....	104
Room Assignments & Space Allocations.....	107

S	
Sabbatical Timeline/Process.....	107
Safety & Emergency Preparedness.....	110
Scents.....	111
Scholarship Award Process.....	111
Service Animals.....	111
Signature Authority.....	111
Signature Request-Department Head.....	112
Storage.....	112
Strategic Plan.....	112
Student Clubs.....	112
Student Positions.....	114
Surplus/Recycling/Refuse.....	114
T	
Telecommunications.....	116
Temporary Positions (see Employment)	
Tenure-Track Faculty (see Employment)	
Timesheet-Instructions for Completion and Submittal.....	116
Travel-Authorization/International Travel/Reimbursement.....	117
V	
Visa & Immigration.....	123
Visiting Scholar Request Policy/Process.....	128
Volunteers.....	130

ACCIDENT/INCIDENT REPORTING

Accident Reporting

Accident/Injury reports should be submitted online using the Public Incident Reporting Form https://oregonstate2-gme-advocate.symlicity.com/public_report/index.php/pid283279?

This is an all-purpose form provided by Human Resources and is needed for workers' compensation and other consequences.

Mandatory Reporting of Child Abuse

All citizens have a responsibility to protect those who cannot protect themselves. Oregon state law mandates that employees of Oregon State University *must* make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and are a crucial link in the system to protect Oregon's most vulnerable citizens.

You can report accidents or incidents by going to the following link

https://oregonstate2-gme-advocate.symlicity.com/public_report/index.php/pid405435?

ADDRESS CHANGES/UPDATES

To update your **Current Mailing Address with your health insurance providers**, go to Pebb Benefits.

https://pebbbenefits.oha.oregon.gov/bms_web/!pb.main

Go to Employee Online Services

https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu where you may select whether or not your address and phone information are listed in the OSU online and printed directories using the "Directory Profile" menu option in the Personal Information tab.

To update or insert other addresses on your record:

Billing Address: contact Student Accounts, B100 Kerr Administration Building, or telephone (541) 737-3775.

Department (US Mail) Addresses: faculty/staff contact your departmental personnel/payroll person. Kristin.Rifai@oregonstate.edu

Employee Office (Directory) Addresses: faculty/staff contact your departmental telephone coordinator. Emmalie.Goodwin@oregonstate.edu

Vendor Payment Address: used when faculty/staff receive payments from OSU, including reimbursement for travel or other expenses. Contact your departmental (AMBC) accountant to make changes.

Darlene.Parks@oregonstate.edu

ADVISING-UNDERGRADUATES

The department offers central advising to all undergraduate students. The CSS undergraduate advisor is **Andrew Hunt**.

The advisor is in charge of meeting one-on-one with all CSS majors at least once each term for about 30-45 min. This meeting requires advance preparation by reviewing the student's MyDegrees and looking ahead to ensure students are fulfilling the requirements toward graduation. During the meeting the advisor will review the progress to date; guide students for course plans in the upcoming term; discuss opportunities such as internships, jobs, graduate school, pertinent to their goals, and advise students of resources available to them in order to succeed. The advisor is responsible for helping students identify a faculty mentor for internships/research and discussing general requirements to earn credit in CROP/SOIL 401 or 410. Additionally, the advisor handles questions regarding specific courses offered by CSS to any interested party by providing a brief description of the course; offering times/terms, etc.; and/or forwarding inquiries to the instructor of record if more detail is requested.

Faculty should consult or contact the advisor about changes in teaching courses for which they are, or have been, responsible (e.g. dropping the offering of a course, change in time or term offering, change in instructor of record); internship opportunities (if faculty have a student working with them who they believe their work merits internship/research credits they should reach out to the advisor) and internship grades; and student late drop or add of courses within CSS. If faculty have an issue with a CSS student (e.g. depression, threats, or in need of DAS) it is helpful for the advisor to be made aware of these situations.

Course overrides (and some waivers) are at the discretion of the individual instructor and he/she should contact the scheduling coordinator (Caroline Charlton) to request overrides for specific students. In most situations, only the instructor of record for the course in which they are responsible is allowed to request an override for students. However, upon meeting or speaking with advisees (or in some circumstances any OSU student), the advisor can provide overrides/waivers for students if their coursework meets or exceeds prerequisites for a specific course or degree requirements. These are not typically offered upon suggestion or consultation with other faculty as it is usually based on banner issues with transfer courses or exceeding prerequisites. Otherwise, the advisor will refer students to the instructor for the specific course.

AFFILIATE/COURTESY/ADJUNCT FACULTY REQUEST PROCESS

The Department of Crop and Soil Science values collaborations with

colleagues appointed outside of our Department or OSU. To collaborate with us, one does not need a formal appointment at OSU. In some cases, however, it is beneficial to formalize relationships with OSU and our Department.

Benefits may include official recognition of a professional appointment; approved opportunity to teach or co-teach a course in our Department; approval to serve as a member of graduate student committees or as primary advisor of graduate students; and acquisition of an OSU ID number, which provides access to OSU recreational facilities, ability to purchase parking permits and to access certain library privileges. Note that Courtesy Faculty may access inter-library loan privileges but Affiliate Faculty may not.

A summary of the current OSU Office of Human Resources policy regarding Courtesy Faculty and Affiliate Faculty appointments can be found here:

http://hr.oregonstate.edu/files/documents/general/courtesy_affiliate.pdf

Policy on Adjunct Faculty appointments is present here:

<http://hr.oregonstate.edu/manual/adjunct-faculty-appointments>

Much of the language in this document is taken directly from resources of the University and other units in the College of Agricultural Sciences.

Appointment Types

Courtesy Faculty are qualified individuals who typically provide *substantive and sustained contributions* to achieve the mission of the Department and University. Collaborations are usually expected to last more than one year, although visiting scholars may be appointed as Courtesy for less than a year. Courtesy faculty are typically appointed for up to five years, with a review of contributions after three years. As long as contributions are substantive and sustained, the appointment may be renewed at the discretion of the Department Head with input from the Promotion, Tenure and Conversion Committee.

Affiliate Faculty are qualified individuals who contribute to and participate in major functions that achieve the mission of the Department or University. Affiliate Faculty are normally asked to identify a regular faculty member who will act as mentor and collaborator. Appointments are typically for one year or less, but may be renewed at the discretion of the Department Head with input from the Promotion, Tenure and Conversion Committee.

Adjunct Faculty is an OSU faculty member whose academic home is in another Department. Adjunct Faculty are professorial rank faculty associated with one or more OSU departments but paid by other units of Oregon State University. Adjunct Faculty appointments enhance functions by improved communication with regular department faculty. Through cooperation and consultation, the productivity of these individuals and the programs with which they are associated may enhance resident instruction, continuing

education, and research by closer association with another department.

How do I request a courtesy, affiliate or adjunct appointment in the Department of Crop and Soil Science?

Begin by discussing your interest with the Associate Department Head, including whether you seek courtesy, affiliate or adjunct status. After consultation, write a cover letter outlining your request and indicate which of the contributions listed below you expect to make during your appointment. Be sure to explain the specifics of your contributions in sufficient detail that readers can evaluate effectively your plan for contributing to our Department. Send a pdf of the signed cover letter and your current CV to the Associate Department Head (ADH), who then routes those materials to all academic faculty in CSS for review and comment. Comments are summarized by the ADH and directed to the Head with a recommendation to approve, disapprove, or request additional information. If approved, the ADH provides justification text to the Admin Assistant for preparation of appointment letter to be signed by the Head. Appointments are made at the discretion of the Head.

An exception may be Affiliate appointments where the appointed faculty is only serving as an external committee member on a graduate student committee and needs an Affiliate appointment in our Department to be approved for Graduate Faculty status. This is a minimum requirement for all members of graduate student committees.

Examples of expected contributions to the Department

Courtesy Faculty

Examples of *substantive and sustained contributions* that may warrant appointment as a Courtesy Faculty include:

- Teaching regularly scheduled classes (Courtesy Faculty may teach undergraduate or graduate courses either as co-instructor or as primary instructor. The courses may be on-campus and/or via e-campus. Courses may include graduate seminars).
- Directing thesis work of graduate students as the primary advisor.
- Serving as a principal investigator on research grants submitted through our Department.
- Visiting scholar involved in a substantive collaboration with one or more Department Faculty members.
- Providing regularly occurring consultations involving an expertise under-represented among our regular faculty, such as mentoring in statistical, molecular genetic, mathematical modeling or other specialized techniques.

Affiliate Faculty

Examples of contributions to major functions that achieve the mission of the Department or University include:

- Co-advising a graduate student with a regular faculty member.
- Participating in joint programs with OSU faculty.
- Providing regularly occurring guest lectures in classes or assisting in outreach activities.
- Advising a student organization with a regular faculty member.

Adjunct Faculty

Contributions may be quite diverse but are expected to be substantial enough to warrant official recognition as a member of our Department.

Some examples include:

- Instructor of a regularly taught course that is cross-listed in our Department.
- Co-principal investigator along with a regular faculty appointed in our Department working on a substantial and sustained collaborative research project.
- Substantially contributes to the mentoring of graduate students and or postdocs in the Department.

How do I know if I should request a faculty appointment?

In general, Courtesy and Adjunct Faculty members are more deeply involved in their contributions to the Department than are Affiliate Faculty. For example, Courtesy and Adjunct Faculty are often primary instructors for courses whereas Affiliate Faculty are co-instructors or give regularly occurring guest lectures; Courtesy and Adjunct faculty often serve as primary advisors to graduate students whereas Affiliates serve as committee members; Courtesy faculty are principal investigators on grants submitted through our Department whereas Affiliates are co-investigators.

If you only wish to participate as a committee member or co-advisor of a graduate student in our Department, the appropriate appointment is Affiliate. Your appointment will be renewed until the student departs our graduate program.

How long is my appointment?

Courtesy and Adjunct Faculty appointments are usually five-year terms, with a review by the Promotion, Tenure and Conversion Committee and Department Head in year three.

Visiting Scholars may have Courtesy or Affiliate appointments that are shorter in duration.

Affiliate Faculty are typically appointed for one-year terms. Those appointments can be renewed after review by the Department Head. Affiliate Faculty who are only serving as committee members for graduate students are automatically renewed until the student departs our graduate program.

Do I have voting privileges in the Department?

The Department encourages active participation in our faculty meetings by faculty with all types of appointments. Courtesy, Adjunct Faculty, and Affiliate Faculty do not have voting privileges.

How does periodic review of my appointment work?

The Department Head will correspond with faculty whose appointments are due for review. An email will be sent requesting an updated CV and a summary of contributions to the Department or University since the last review or initial appointment. The materials will be reviewed by the Head, who will then approve or deny renewal, or request additional information.

Courtesy Faculty will be reviewed at year three of a five-year appointment and at year 5 if another appointment is requested by the Courtesy Faculty member.

Affiliate Faculty will be reviewed annually unless appointed only to serve as an outside committee member for a graduate student committee.

If Courtesy or Affiliate Faculty do not request review or extension of their appointments, their affiliation will be terminated at the end of year 5 or year 1, respectively (from the time of initial appointment or most recent renewal).

Do I need to be on the Graduate Faculty as well?

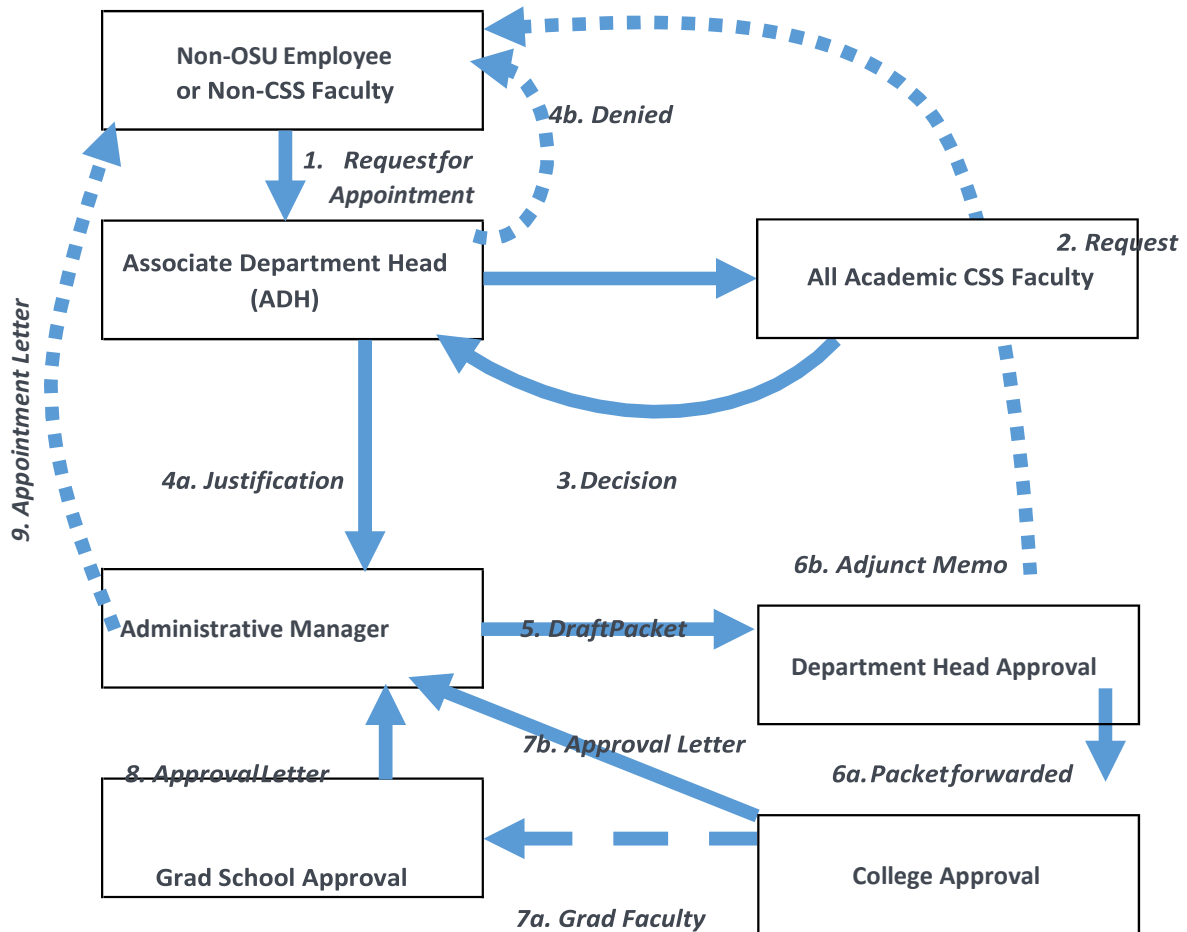
A Courtesy or Adjunct Faculty member may be appointed to the Graduate Faculty when appropriately qualified for the purpose of teaching a graduate level course, directing theses, and or serving on a graduate student's committee. An Affiliate Faculty member is eligible to be appointed to the Graduate Faculty when appropriately qualified, typically for minor participation in graduate instructional activities. Appointment to the Graduate Faculty is initiated through the Department Head. It is not expected that every Courtesy, Adjunct and Affiliate Faculty member will hold a Graduate Faculty appointment. Refer to the Graduate School for information regarding the procedure for appointment and the period of appointment: (<http://gradschool.oregonstate.edu/faculty>).

What other contributions to the Department are expected?

Courtesy Faculty are asked to provide committee service to the Department. We expect both Courtesy and Affiliate faculty to use the Department address in the byline of their publications when relevant and appropriate.

What is the procedure?

The Procedure for Courtesy and Affiliate Faculty appointments are similar and require College approval, whereas Adjunct Faculty appointments are at the discretion of the Department Head. The flowchart below shows the steps involved for these types of appointments to be considered, reviewed and approved.



For the non-OSU employee (candidate), the consideration of Courtesy or Affiliate Faculty appointment usually begins with a conversation with the Department Head. The candidate is encouraged to contact the Associate Department Head (ADH) with a written request for appointment (step 1), including CV and desired duties offered (teaching, advising, PI, etc.). The request is assembled by the ADH and circulated to all CSS academic faculty with a deadline to respond (2). Faculty individually decide (3). If majority faculty disapprove, the request is denied, or faculty request more information. The ADH either notifies the candidate of disapproval (4b) or prepares the justification text to go into the letter template by the Administrative Manager (4a). The Admin Manager prepares the draft packet and gives it to Head for approval (5). The packet is forwarded (6a) on to the Dean's office for approval (7b), and then on to the Grad School, if appropriate (7a).

CSS is notified via the Administrative Manager, who notifies the faculty and the candidate.

For the non-CSS faculty member, the process follows the same steps 1-5 as Courtesy and Affiliated Faculty appointments. In this case, however, final approval rests with the Department Head. A memo from the Head is sent to the faculty member and their unit's leader notifying them of the appointment (6b). To ensure that the adjunct appointment is acknowledged in the General Catalog, the Head notifies the University of the faculty member's adjunct status.

AMERICANS WITH DISABILITIES ACT (ADA)

What Is the ADA?

The Americans with Disabilities Act (ADA) is a federal law intended to stop discrimination against people with disabilities. It applies to employers, state and local government agencies, places of public accommodation, transportation facilities, telephone companies, and the U.S. Congress. Under Title II of the ADA, public colleges and universities are required to provide auxiliary aids and services to qualified students with disabilities. Providing auxiliary aids and services is not considered special treatment, but rather an equal opportunity to participate in the services, programs, or activities offered by the institution.

What Are My Responsibilities as a Faculty Member?

Campus compliance with the ADA is a shared responsibility, and faculty members play an important role in an institution's efforts. The ADA is a civil rights statute, ensuring that students with disabilities will have the opportunity to participate in postsecondary education without discrimination. For faculty members, providing reasonable accommodations or auxiliary aids and services is one way to prevent discrimination.

What is the purpose of the academic accommodations?

Students with disabilities are capable individuals who experience some limitations that may require adaptation of materials, methods, or environments to facilitate learning. Accommodations may also ensure that when students are evaluated, they are able to demonstrate what they learned rather than the effects of their disability.

How Do I Decide Which Accommodations Are Appropriate for a Particular Student?

Because appropriate documentation is usually provided by the student to staff within the disability services office, faculty members are not responsible for making decisions about accommodations. Disability services professionals recommend the accommodations which will be most effective in assuring the

student's access to academic programs. Students have the responsibility for requesting accommodations and services, and must provide documentation of conditions that may warrant academic accommodations. Before providing particular accommodations for a specific course, the disability specialist carefully considers the nature of the student's disability and how this disability may affect the student's ability to learn, and to demonstrate achievement, in the course.

How Will I Know That a Student in My Class Is Supposed to Have an Accommodation?

It's fairly common practice for disability services offices to notify faculty members of the type of accommodations that will be provided each semester. Some of these accommodations, such as sign language interpreters, may be provided by the disability services office itself, while other accommodations, such as extended time for exams, may be provided by the faculty member. Accommodations may include notetakers, sign language or oral interpreters, assistive listening devices, alternative format course materials, open-captioned videos or films, and extended time on exams. Not every student needs every accommodation, and the disability services office is the best campus resource for working with each student to determine the accommodations that are recommended.

Occasionally a student may ask you to provide accommodations, but you never received official notification from the disability services office. To protect yourself, the student, and your institution, you should recommend that the student channel any accommodation requests through the disability services office.

Students have a right to privacy in disability matters, and their confidentiality must be maintained. Please file notices of accommodation in a secure place and refrain from discussing their disabilities and necessary accommodations in the presence of fellow students or others who have no educational need to know.

Will Accommodations Compromise the Integrity of My Class or Academic Program?

No. When providing accommodation for disabilities, institutions of higher education are not required to lower academic standards or compromise the integrity of the school or program. Essentially, accommodations and auxiliary aids and services are provided to "level the playing field" for the student with a disability, enabling the student to compete with his or her peers. Once you have provided accommodations, you should grade the work of a student who has a disability as you would grade the work of any other student. There is no need to give them a break by being unduly lenient. To grade students more harshly because they have had the opportunity for additional time for exams or other instructional modifications would nullify the effect of the accommodations.

What Else Can I Do?

Don't be afraid to ask a student to describe how he or she learns best. You can also make your course more disability-friendly by including information on your course syllabus that encourages students with disabilities to contact the disabilities services office for assistance in receiving accommodations. If you need additional information or specific resources, please contact your campus disability services office.

BUILDING AND SPACE ATLAS

ALS THIRD FLOOR
Revised: October 2018



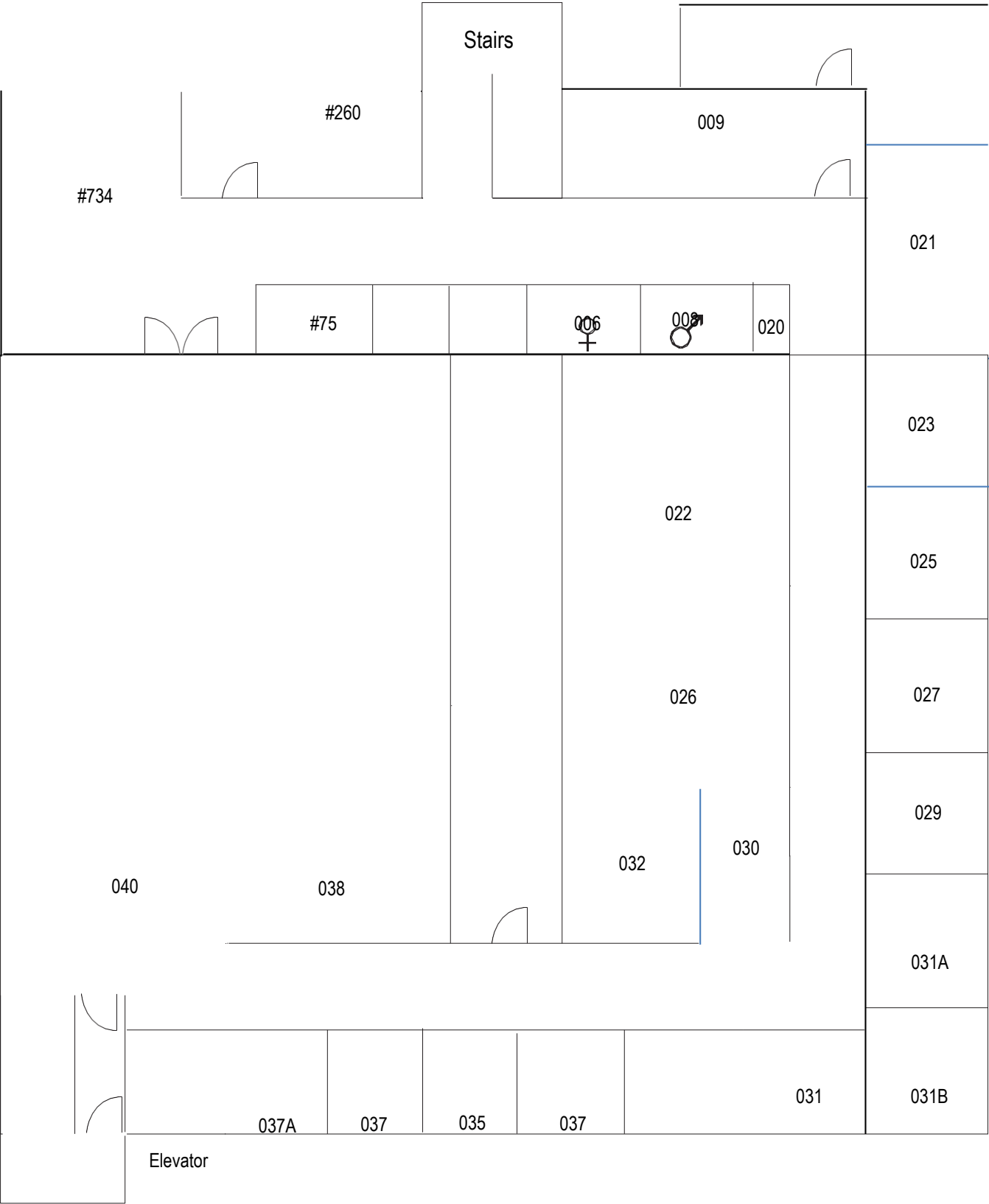
Cordley Hall-4th Floor

4050B	4048	4046	4044	4042	4040	4038	4036	4034
4050A	4050	Hallway						
4050C	4045	4041				4052		

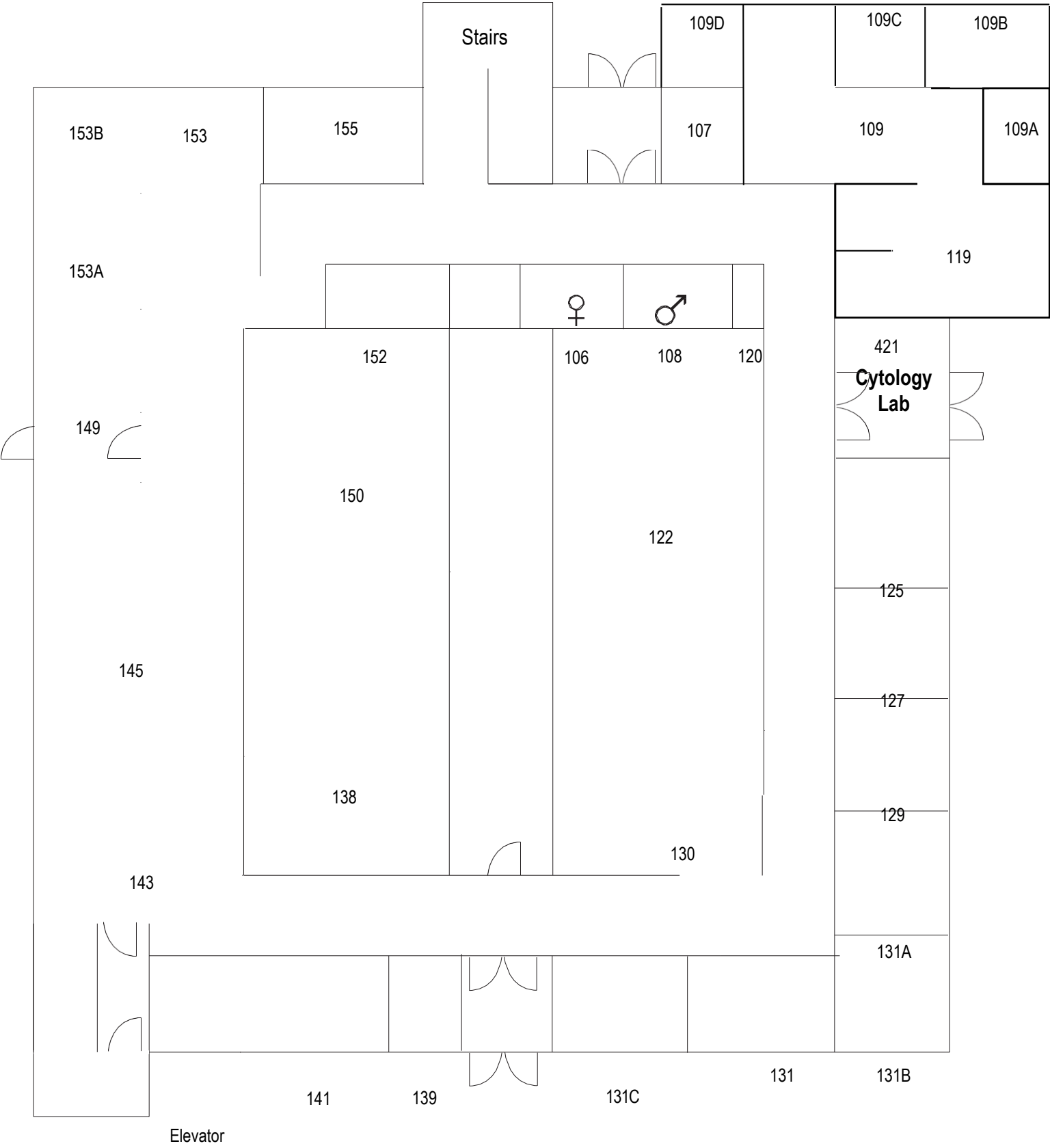
4031

4059
18

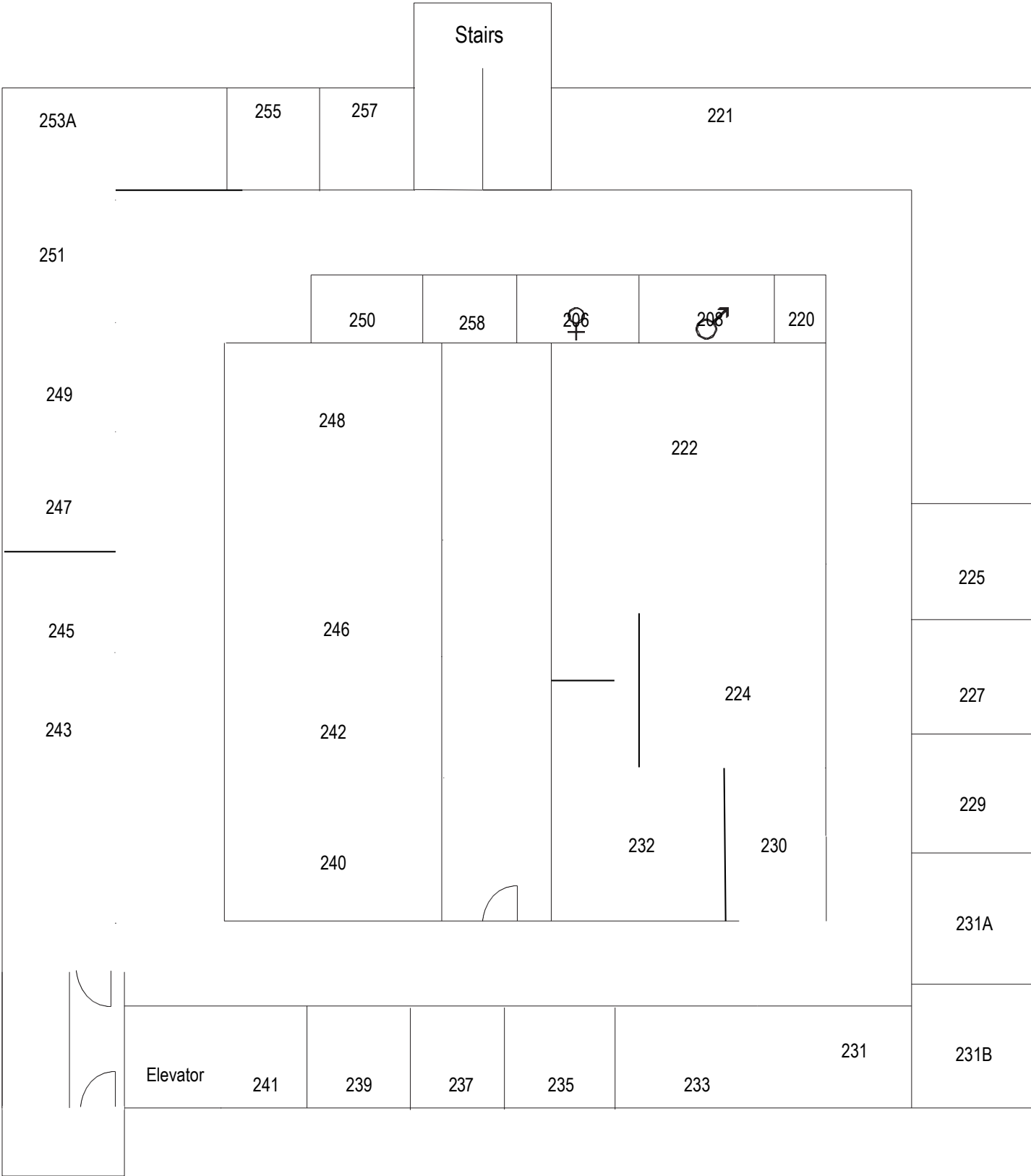
Crops-Basement



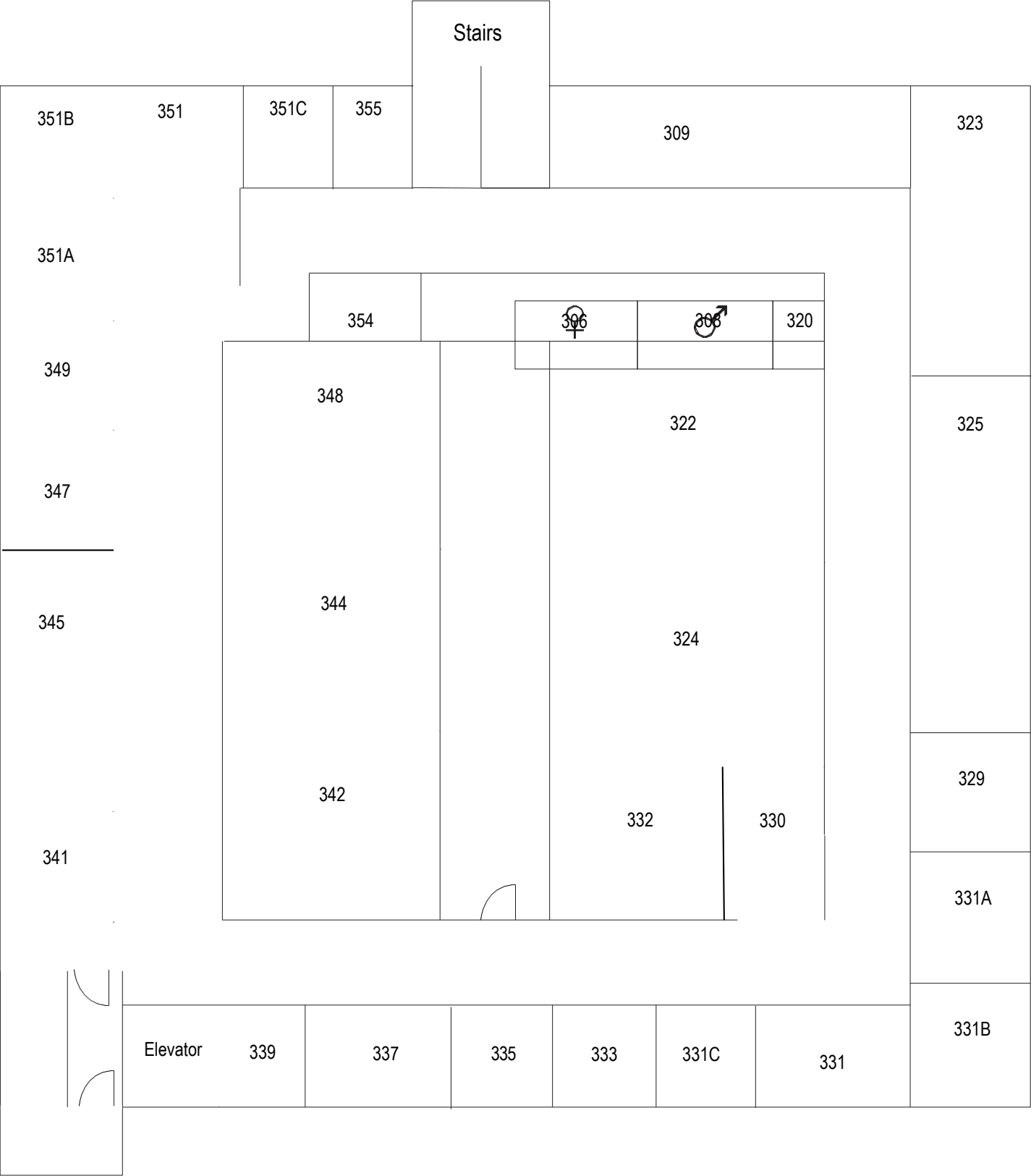
Crops-First Floor



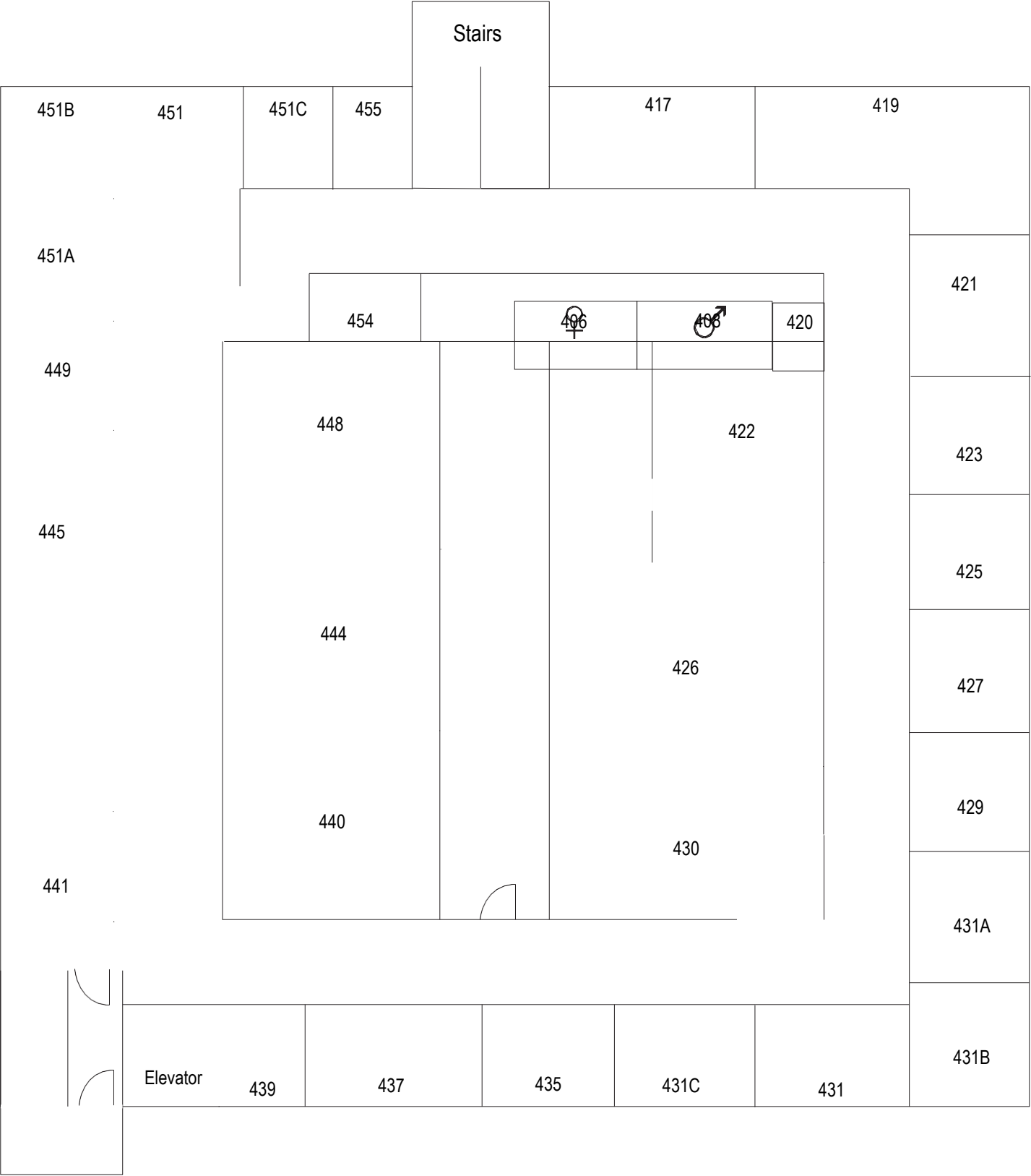
Crops-Second Floor



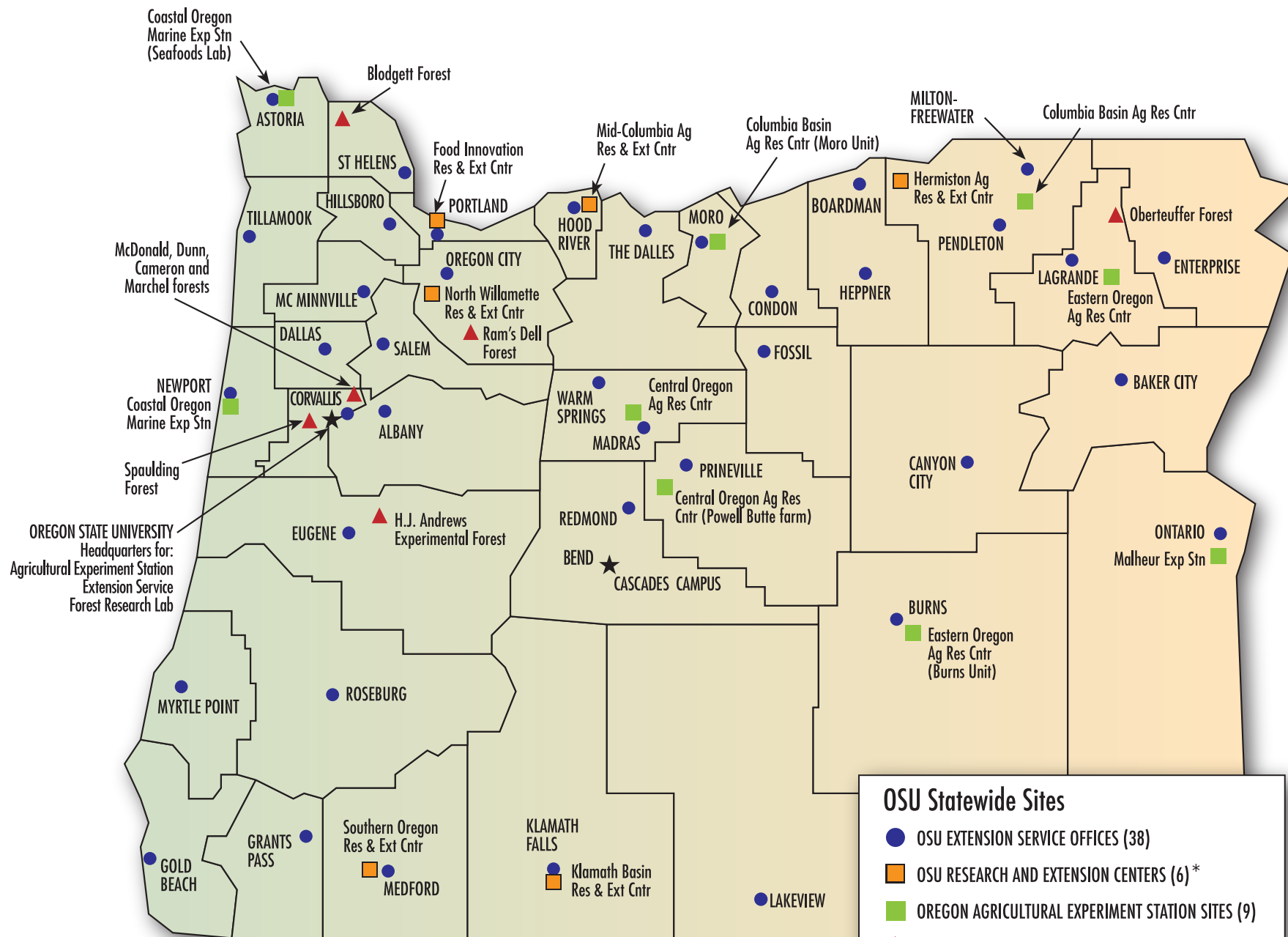
Crops-Third Floor



Crops-Fourth Floor



Stairs



OSU Statewide Sites

- OSU EXTENSION SERVICE OFFICES (38)
- OSU RESEARCH AND EXTENSION CENTERS (6) *
- OREGON AGRICULTURAL EXPERIMENT STATION SITES (9)
- ▲ OREGON FRL RESEARCH SITES (9)

* Co-location of AES and Extension faculty

OSU Campus Map (Includes Parking)

Follow this link to OSU campus maps <https://map.oregonstate.edu/>

Campus Facilities

<http://research.oregonstate.edu/shared-research-facilities-and-services>

Much of the equipment and some of the services offered by these facilities are available at no charge or for a small fee to cover expendable supplies. However, the majority of services are fee-based, at a discounted rate to the OSU community.

The campus facilities most commonly used by our students and program include the following.

Agricultural and Life Sciences Building (ALS), Crop Science (CS), Cordley Hall, and Seed Lab

The department's main office is located in 109 Crop Science and a satellite office is in ALS 3017. Several of our entomology faculty have offices and labs in Cordley Hall. Our Seed Laboratory is a fee-based laboratory to support Oregon's seed industry. Offices, teaching and laboratory facilities are located in all three buildings.

Greenhouses

<http://agsci.oregonstate.edu/greenhouse/>

Two major greenhouse complexes on campus offer 100,000 square feet total growing space for teaching and research. They are the College of Ag Science East (located immediately west of Cordley Hall) and West Greenhouses (about 1 block west of 30th Street between Orchard Avenue and Campus Way).

All new users (graduate students, faculty, and staff) are required to complete an initial orientation and safety training before starting work in the greenhouse.

Contact greenhouse staff to arrange this orientation and training:

<http://agsci.oregonstate.edu/greenhouse/about-us/staff>

Greenhouse space is allocated on a long-term basis to primary users through their departments. Primary users may make short-term assignments to secondary users. Users are responsible to the greenhouse manager to coordinate use or any modification of the facilities.

Research Farms

<http://agsci.oregonstate.edu/farmunit> Department faculty use three research farms:

- Hyslop Field Lab,
- Vegetable Farm, and
- Lewis Brown Farm

Plantings and field laboratories at these locations are used in field plot research work. To use these farms for research purposes contact Dan Curry:

daniel.curry@oregonstate.edu

Center for Genome Research and Biocomputing (CGRB) 3021

Agriculture and Life Sciences Building

<http://www.cgrb.oregonstate.edu/>

CGRB provides services, technical expertise, collaborative functions and share-use equipment for molecular bioscience research at Oregon State University. The Core Labs are a fully staffed facility that serves as a focal point for acquisition and development of new instrumentation and technologies. CGRB provides service in four areas:

- Genomics
- Functional Genomics
- Biocomputing and Bioinformatics
- Imaging and Image Analysis

CGRB provides shared instrumentation, including real-time PCR, scanners, robotics and computational facilities for use by walk-in users.

CSS Central Analytical Laboratory; 3079 Agriculture and Life Sciences Building

<https://cropandsoil.oregonstate.edu/cal>

The Central Analytical Laboratory (CAL) provides fee-based analytical services to OSU scientists and cooperating investigators. The CAL also serves as an important resource for Oregon students and Extension clientele seeking information and advice about plant, soil, and water analysis.

Stable Isotope Research Unit; Agricultural and Life Sciences Building

<https://cropandsoil.oregonstate.edu/department-of-crop-and-soil-science/stable-isotope-research-unit>

The Stable Isotope Research Unit analyzes plant, soil, and other types of biological and environmental samples for ¹⁵N and ¹³C abundance by CF- IRMS and by GC-C-IRMS. Our systems include two PDZ-Europa 20/20 isotope ratio mass spectrometers interfaced with Sercon and Europa gas- solid-liquid prep modules and an Agilent Gas Chromatograph.

The OSU Seed Certification Service; 031 Crop Science Building

<http://seedcert.oregonstate.edu/>

The OSU Seed Certification Service in the Department of Crop and Soil Science certifies seed acreage across the state. Seed Certification faculty have a wealth of information about local, regional, national, and international seed certification policies and procedures.

The OSU Seed Lab; Seed Lab Building – Campus Way

<http://seedlab.oregonstate.edu/>

The OSU Seed Lab in the Department of Crop and Soil Science tests hundreds of types of seeds. Seed Lab faculty and staff have a wealth of information about seed testing procedures from around the world. Their extensive seed testing facilities can be used for cooperative research work.

The OSU Herbarium; 2082 Cordley Hall

<http://oregonstate.edu/dept/botany/herbarium/>

The herbarium is the world's most comprehensive collection of Oregon plants and fungi, with over 400,000 preserved specimens. Some identification services are provided, and voucher specimens are accepted from OSU research projects.

The Oregon State Arthropod Collection; 3029 Cordley Hall

<http://osac.oregonstate.edu/>

A research collection of nearly 3 million preserved insect specimens. The collection is among the largest of university-owned insect collections in the country. It is the largest insect collection in the Pacific Northwest.

Research Office; A312 Kerr Administration Building

<http://oregonstate.edu/research/>

Faculty can obtain information about grants, fellowships, etc., from the Research Office. The Research Office regularly notifies via e-mail and provides pertinent information to OSU research faculty about upcoming grant and fellowship opportunities.

Statistics Consulting Services; 44 Kidder

<http://stat.oregonstate.edu/content/consulting-services>

The Statistical Consulting Laboratory in the Department of Statistics offers consultation services to University researchers engaged in:

- design of studies and experiments (including proposal preparation)
- statistical and graphical analysis of data
- appropriate choice, application and presentation of statistical methods

Researchers are encouraged to interact with a consultant during the planning stage.

OSU faculty may submit consulting requests to the Statistics Student Consulting Service, or they may directly contact the manager of the Statistical Consulting Lab at 541-737-1984. Fee-based consulting can be arranged.

Off-Campus Facilities

HJ Andrews Experimental Forest

The mission of the H.J. Andrews Experimental Forest is to support research on forests, streams, and watersheds, and to foster strong collaboration among ecosystem science, education, natural resource management, and the humanities. Located in the western Cascade Mountains of Oregon, the Forest is administered cooperatively by the USDA Forest Service's Pacific Northwest Research Station, Oregon State University, and the Willamette National Forest. The site is a charter member of the National Science Foundation's Long-Term Ecological Research Program. Through the 1970s, the site was part of the International Biological Programme-Coniferous Forest Biome (IBP-CFB), and in 1976 it was designated a Biosphere Reserve as part of the United Nations' Man and the Biosphere Program. In 1948, the site was established as an Experimental Forest by the US Forest Service and

Branch Experiment Stations

As the state's land grant institution, Oregon State University has a system of eleven branch experiment stations serving the research needs of the state's diverse agricultural and marine enterprises. The OSU AES branch experiment station faculty and staff work with CSS-related research, extension, and teaching programs. For the location and focus of each of the branch experiment stations, visit:

<http://agsci.oregonstate.edu/research/oregon-agricultural-experiment-station/oaes-branch-stations>

Station directors, headquartered on the OSU campus, coordinate the efforts of scientists based at branch stations and research and extension centers across the state. These far-flung branch stations and centers are located in the different soil and climate regimes around the state in order to provide producers with information geared to different growing conditions

HAREC	Hermiston Agricultural Research & Extension Center	Hermiston	Phil Hamm
CBARC	Columbia Basin Agricultural Research Center	Pendleton & Moro	Mary Corp
EOU	Eastern Oregon University	Union	Dave Bohnert
KBREC	Klamath Basin Research & Extension Center	Klamath Falls	Brian Charlton
COAREC	Central Oregon Agriculture Research Center	Madras & Powell Butte	Carol Tollefson
MES	Malheur Experiment Station	Ontario	Stuart Reitz
SOREC	Southern Oregon Research & Extension Center(Director-Rich Roseberg)	Medford	Rich Roseberg

National Clonal Germplasm Repository, Corvallis

http://www.ars.usda.gov/main/site_main.htm?modecode=53-58-15-00

This US Department of Agriculture (USDA), Agricultural Research Service (ARS) facility is part of the National Plant Germplasm System. It is adjacent to the Lewis Brown research farm on Peoria Road, Corvallis, OR. This unit collects, maintains, evaluates, and distributes clonally propagated pear, hazelnut, hardy kiwifruit, berries and other minor specialty crops. The facility houses four scientists: a small fruit curator, a plant pathologist in charge of *in vitro* culture and cryopreservation, a pear curator, and a molecular geneticist in charge of DNA marker technology.

USDA- ARS-National Forage Seed Research Lab

Campus Way http://www.ars.usda.gov/main/site_main.htm?modecode=53-58-05-00

The mission of the Forage Seed and Cereal Research Unit is to improve the profitability of forage seed, cereal, hop, and shellfish production systems in the Pacific Northwest in a manner that meets the environmental expectations of society. Forage Seed Lab scientists cooperate extensively with CSS faculty and has specialized facilities to support cooperative projects.

USDA- ARS-Plant Materials Center

Hyslop Field Station

http://www.nrcs.usda.gov/wps/portal/nrcs/main/plantmaterials/pmc/west/orp_mc/

The Corvallis Plant Materials Center provides plant solutions for northwestern California, western Oregon, and western Washington. Heavily forested coastal terraces, steep mountains, grasslands, foothills, valleys, flood plains, woodland prairies, and savanna vegetation in the Willamette Valley and Puget lowlands typify the topography and natural vegetation they study.

USEPA –Western Ecology Division (Corvallis Environmental Research Laboratory)

<http://www.epa.gov/wed/>

This EPA research facility is a well-equipped facility studying air pollution effects, terrestrial pesticides, and hazardous waste and water. Research areas of special concern to plant scientists include air pollution effects on plants, uptake and effects of pesticides on plants, and acid rain effects on crop plants. Of particular interest is a unique system to study the uptake and translocation of chemicals by whole plants, and transpiration and photosynthesis monitoring.

CALENDARS

Oregon State University Academic Calendar 2018-2022

https://registrar.oregonstate.edu/sites/registrar.oregonstate.edu/files/osu_4_year_calendar_2021-22_0.pdf

CSS Departmental Calendar

A CSS departmental annual calendar provides timelines and information pertinent to our department members. All faculty have the ability to add information to the calendar. You also have the ability to remove your items. Administrative faculty have the ability to add/remove any calendar items.

Calendar Rules

Please do not add any personal dates/items such as familial fundraising and the like.

- Anything not abiding by the 'salmon sheet' principles (College of Ag Sciences) will be removed.

Items you might want to add:

Field days

Community service events

Community events Departmental

events Networking events

OSU events

Deadlines for department-wide projects

Religious/spiritual events

Etc.

We want to avoid scheduling an important meeting, event or such that is coincident with the spiritual holiday of an employee or student who is expected to contribute to said meeting, event, etc. This calendar is how we are going to collect such data.

While we are not encouraging proselytization, we are creating space for CSS employees to note the holidays they observe as a way to signal their absence. You may indicate your observance dates, whatever tradition you follow as a marker for your absence should you wish it known.

OSU policy does not prohibit us from doing this:

<http://eo.oregonstate.edu/nondiscrimination-basis-religion>

OSU policy for students does allow for making accommodation. In order to make accommodation, we need to know what dates those are for those days other than the major religions the University has catalogued to date.

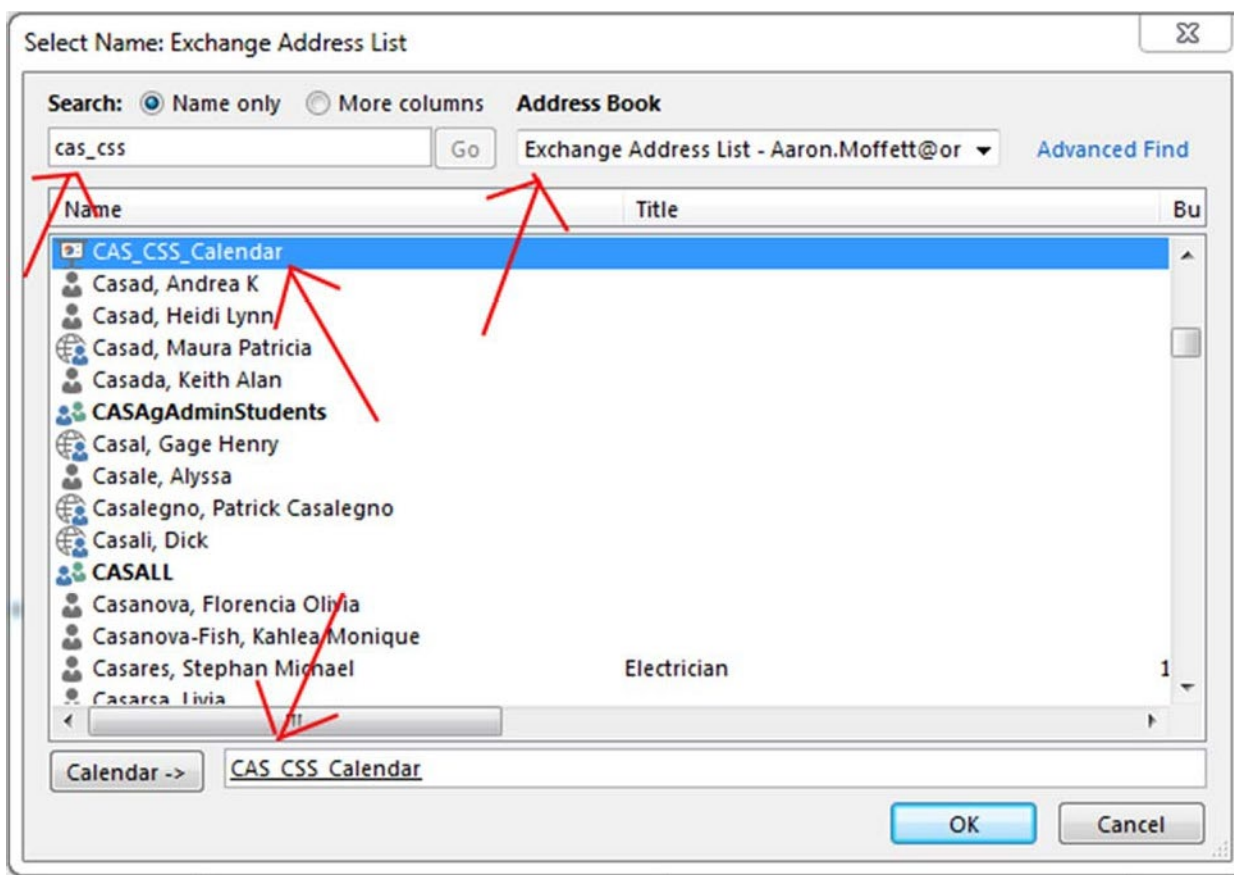
http://eo.oregonstate.edu/sites/eo.oregonstate.edu/files/religious_accommmodation_policy_for_students_1.12.2017.pdf

To add the departmental calendar:

In Outlook go to the calendar section and select “open calendar” from the address book.

Type in CAS_CSS_Calendar -you might have to change the address book on the right to Exchange Address book.

When you see the object double click on it so it appears in the bottom field and hit ok.



CSS Parking Space Calendar

Contact administrative staff to check availability or reserve the CSS reserved parking space.

CSS Teleconference Number

Contact administrative staff to check availability or reserve the CSS teleconference number for use in meetings with more than two members calling in.

CSS Travel Calendar

In the event of an emergency, it is important for the department head to know where faculty members are located around the world. Administrative staff keep a travel calendar for departmental reference. You should always be making your requests for vacation through Empcenter. When your supervisor has approved your vacation request, we add your name and dates to the calendar. Additionally, when you request approval for business travel, your travel location and dates are added to the calendar.

CLASSIFIED BARGAINING AGREEMENT

Our classified staff are a valued and integral part of department operations. Classified staff are protected by the SEIU union contract which is bargained every four years. The current contract linked below is through 2019.

<https://usse-oregon.org/sites/default/files/uploadedFiles/11302015/2015-17%20CBA%20Final%20w-revised%20cover.pdf>

COMMITTEE GUIDELINES/COMMITTEE ROSTERS

Toward our commitment to shared governance, the Department engages faculty and staff members to serve on department committees such as:

Committees on Teaching

Curriculum Committee Graduate
Committee Ecampus Committee
Peer Teaching Committee

Committees on Research

Seminar Committee Laboratory
Committee
Greenhouse and Farms Committee

Committees on Outreach

Non-campus Faculty Relations Committee
Extension Committee

Committees on Department

Esprit de Corps Committee Emergency
Preparedness Committees Scholarships
Committee
Awards Committee
Buildings Committee

Promotion, Tenure & Conversion Committee CSS

Executive Council

If you are interested in serving on any of the department committees, please contact Department Head.

CSS Committee Assignments AY2019-20

(* = Chair to be elected by committee)

Committees on Teaching

Curriculum Committee (Representatives of CROP, ENT, PBG, SOIL, Ecampus programs, advisors)

- Pett-Ridge, Julie (Chair)(SOIL); TBD (advisor)(CROP); Lindsley, Adam (Ecamp); Townsend, Shaun (PBG); Hawks, Austin (EOU), Valtcho Jeliazkov (tenured w/teaching duties), Laura Love Rathbun (UG), Kimberly Townsend (SUS)

Graduate Committee* (CROP, ENT, PBG, SOIL)

- Kleber, Markus-chair | Sabry Elias-chair Rondon, Silvia (ENT); Townsend, Shaun (PBG);
Gutierrez, Shauna; Rifai, Kristin,
TBD (Grad)

Ecampus Committee (Ecampus-involved faculty)

- Lindsley, Adam (Chair); Japhet, Kimberly; Duval, Alyssa; Hunt, Andrew; Elias, Sabry

Peer Teaching Committee (Chair, mentoring committee members)

- Parke, Jennifer (Chair); mentoring committee members

Committees on Research

Seminar Committee (Chair, 1 faculty seat, 2 grad students)

- Rory Mc Donnell (chair), TBD; TBD-Soils Graduate Student ; Lucas Kopecky

Laboratory Committee (Chair, 3 faculty seats)

Myrold, David (Chair); Jeliazkhov, Valtcho; Stimpson, David (SEED LAB); Ambrowiak, Gloria (CAL), Anne Taylor

Greenhouse Committee (one liaison) Hayes, Pat

Farms Committee (one liaison) Curry, Dan

Committees on Outreach

Non-Corvallis Faculty Relations Committee

- Reitz, Stuart (Chair); Sathuvalli, Sagar; Department Head (ex officio); Jones, Gordon; Charlton, Brian; Dan Sullivan

Extension Committee

Anderson, Nicole (Chair); Stephenson, Gary; Lutchter, Larry; Moore, Amber; Walenta, Darrin

Committees on Department

Esprit de Corps Committee*

- Gwin, Lauren (Chair); TBD (Seed Lab); Rifai, Kristin

(Admin); Goodwin, Emmalie (Admin); Gutierrez, Shauna (Admin); Brown, Tami (Seed Cert); Mobley, Meg (SUS/Soils); Trittinger, Susi (Crops Grad); Adam Lindsley (Soils); TBD (Soils Grad)

Emergency Preparedness Committees

- Gunn, Hilary (Chair)
- Crop Science Building: Chris Wallace; Beuthin, Mary; Onstott, Curtis; Gutierrez, Shauna; Kongraksawech, Teepakorn; Kammeyer, Hannah (replacement); Hunt, Andrew; Curry, Dan; Yilma, Solomon
- ALS Building: Kasschau, Kristin; Morales, Kelly; Scheerer, Ann
- Seed Lab Building: Brown, Dale; Yea-Ching; Lickman, Allyson
- Cordley Building: Missy Scherr

Scholarships Committee

- Zemetra, Bob (Chair); Duval, Alyssa; Cassidy, James; Gutierrez, Shauna; TBD-Advisor/Instructor; Qian, YanPing

Awards Committee

- **Faculty Member, Department Courtesy & Affiliate Faculty, TBD; Exec Council**

Building Committee

- Hayes, Pat (Chair); McMorran, Jeff; Yilma, Solomon; Berry, Pete; Zemetra, Bob; Onstott, Curtis; Goodwin, Emmalie; ALS representative-David Myrold, Cordley representative-David Myrold

CSS Promotion, Tenure and Conversion Committee (Current term ends 28 February, except leap years, of year shown)

- Zemetra, Bob (Chair, 2021); Cassidy, James (2020); Hannaway, David (2020); Lajtha, Kate (2022); Angima, Sam (2022); Hulting, Andrew (2022); Townsend, Shaun (2022); Mobley, Meg (2022)

CSS Executive Council (representative of each polity in CSS)

- Rondon, Silvia (Ent. & Research Stations); Anderson, Nicole (Non-campus Extension); Townsend, Shaun (PBG); Curry, Dan (Seed Services); Myrold, David (Soils); Chastain, Tom (Assoc. Head); Stephenson, Garry (Small Farms) Rifai, Kristin (Admin), TBD (Dept. Head)

CAS Greenhouse Advisory Committee

- Hayes, Pat; McMorran, Jeff

COMMON SPACE USE (SEE BUILDING & SPACE ATLAS)

COMPUTING

The Roots computing group located in Crops 152 provides the department with computer infrastructure and IT support. <http://support.roots.oregonstate.edu/>

CURRICULUM-COURSE MANAGEMENT & UPDATES/COURSE PROPOSALS, PROCESS AND SUPPORT/UNIVERSITY REVIEW/PROGRAM ADMINISTRATION

Overview of principles for designing a class:

<http://ctl.oregonstate.edu/resources>

Follow these required syllabus guidelines for on-campus classes:

<http://oregonstate.edu/admin/aa/apaa/syllabus-minimum-requirements>

Follow these required syllabus guidelines for e-campus classes:

<http://ecampus.oregonstate.edu/faculty/manual/syllabus.htm>

Every term, place a copy of your syllabus on the shared drive S>CSS>Syllabi>2019 Fall/Winter/Spring and submit a copy to Department Head, TBD, Curriculum Committee Chair, Julie Pett-Ridge and Kristin Rifai within 2 weeks of term start date using the following naming convention:

CSS\Crop\Soil\ENTXXX_W16_LastName (e.g. CSS320_Sp16_Hawks;
Soil205_W16_Mobley; Crop310e_Sp16_Japhet)

Overrides/Course & Classroom Scheduling/Textbooks

Contact Elaine Clark to assist with the following:

- Students who need specific overrides in order to register for classes (such as prereq overrides, max capacity overrides, etc.)
- All course scheduling for HORT, CROP, SOIL, CSS, PBG, ENT, and SUS for both on-campus and Ecampus courses every term
- Writing course fee (field trip) proposals.
- Annual creation of the START manual.
- Creation of the undergraduate dean's list flyer each term.
- Updating the undergraduate photo poster each term.

Classrooms & Scheduling Deadlines-course and classroom scheduling should happen at the same time. Scheduling begins about 6 months in advance of term. Work with Elaine.Clark@oregonstate.edu

Ordering Textbooks/clickers-about 4 months prior to start of term. Elaine Clark sends out emails every term explaining the textbook ordering process.

Order clickers through the OSU Beaver Store as part of textbook orders. Effective June 2017, clicker information for ordering on your textbook order form: 978-0-9988191-1-

2/TURNING TECH (2) / QT2 RESPONSE CLICKER + TURNING TECH 5YR ACCESS CODE PKG

Vans and motor pool for field trip scheduling-no specific deadline, suggest as soon as possible. Instructor is responsible for this process.

Library Course Reserves-this can take up to a week to process. Plan accordingly. Instructor is responsible for this process.

Lab Fees-OSU is not accepting lab fee proposals for the indefinite future. Lab fees approved and added to courses before the freeze will continue to be charged.

Grading-Elaine Clark forward's emails from the registrar's office about grading.

Troubleshooting and grading information can be found here:

<http://registrar.oregonstate.edu/grading-web-services> if you need more specific information contact gradingquestions@oregonstate.edu

We encourage faculty to study the OSU online course catalog of CROP and SOIL classes to identify time slots that won't conflict with existing classes. Consult with Andrew Hunt who can assist with reducing conflicts with common classes our majors take in other departments. Faculty should keep the needs of potential CSS undergrad majors foremost when planning classes.

For any new class or revised class,

Planning and schedule of grad-level classes should follow the above procedure in order to not conflict with existing courses

Undergraduate Program

Students in crop and soil science explore important contemporary issues including water quality and management, organic crop production, erosion and sedimentation, growing crops for biofuel production, land-use and reclamation, genetic modification of crops, soil quality, and sustainability.

Two study options are available:

Soil Resource Management

The study of soil as a science provides the basic understanding of the physical, chemical and biological properties of this important natural resource.

Soil is the fundamental substrate for life on terrestrial landscapes. Soil plays a vital role in sustaining human welfare and assuring future agricultural productivity and environmental stability. An understanding of global and local ecology depends on an awareness of the soil and its properties. Global information and mapping systems are essential tools for characterizing the landscape and its constituent soils.

Crop Management

The discipline of crop science provides the knowledge and understanding for technologies that contribute directly to improvements in production and quality of food, feed, fiber, seed, and energy crops for the world. Plant improvement is a key element in the effort to feed the world's ever-growing population as crop plants play an important role in the future of sustainable food and energy production.

Graduate Program

Crop Science

Areas of study leading to advanced degrees in Crop Science include biotechnology, cereal breeding and genetics, cereal chemistry, crop production, potato breeding and genetics, seed physiology, seed production, seed technology and quality, weed science, crop pest malacology and entomology. Graduate students are required to participate in the on-going research program with which their thesis is associated regardless of their funding source. This research is considered an essential part of the training program and an excellent opportunity for the student to apply knowledge gained in the classroom to field or laboratory situations.

Plant Breeding and Genetics

The Plant Breeding and Genetics (PB&G) Program embodies the Land Grant mission of integrated research, teaching and outreach in the context of cultivar development and fundamental genetics.

Soil Science

Graduate programs in Soil Science lead to M.S., M.Agr., and Ph.D. degrees with specialization in various fields of soil science. Supporting course work is chosen for each student from the basic sciences and other related fields. Original research is an essential part of M.S. and Ph.D. thesis programs. Each program is individually designed by the student and his or her graduate committee. A non-thesis Environmental Soil Science M.S. degree that involves completion of a problem-solving project with wide-ranging course work also is available. The student chooses a major professor and representatives of the major and minor fields of study.

DEPARTMENT CULTURE AND DECORUM

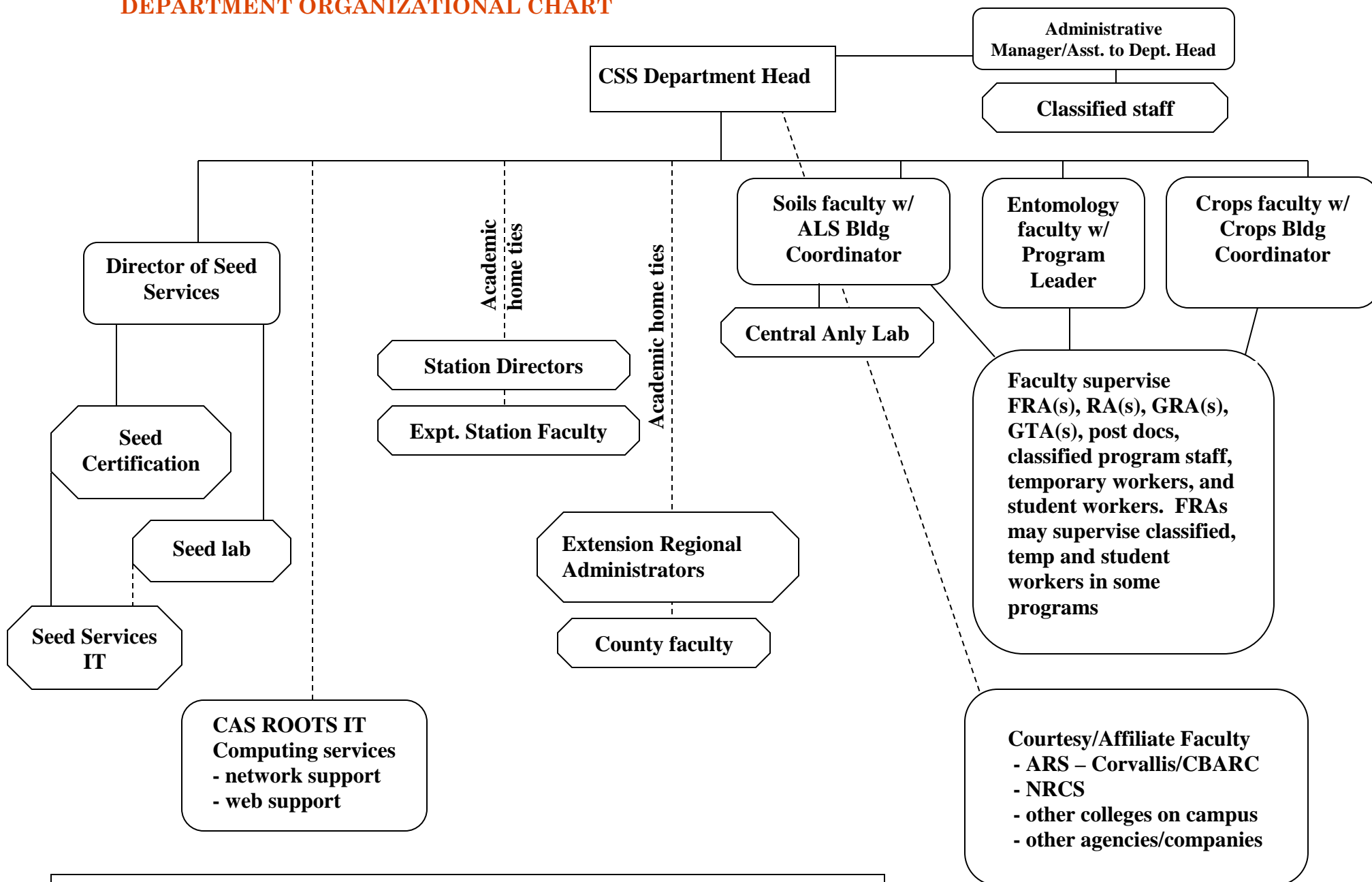
Otherwise known as the "Salmon Sheet", the College of Agricultural Sciences has included the principles and practices that we should all embrace in order to work together respectfully.

DEPARTMENT ENDOWMENTS & GIFT FUNDS

(details coming in next document version)

DEPARTMENT FACILITIES & EQUIPMENT (SEE BUILDING/SPACE ATLAS)

DEPARTMENT ORGANIZATIONAL CHART



Department of Crop and Soil Science Organizational Chart – January 2019

DEPARTMENT SUCCESSION PLAN

(Details coming in next document version)

DEPARTMENT VISION, MISSION, VALUES

Our mission is to develop and deliver knowledge of plant-soil systems: learn, discover, grow.

The Department of Crop & Soil Science mission statement addresses the three-fold land-grant university mission through a series of mandates.

Our **research mandate** is to discover and develop principles of plant and soil sciences through scientific investigation and to apply these principles to the development of new crops and varieties, and new crop, soil, and water management practices in agricultural, urban, and natural environments.

Our **teaching mandate** is to teach principles and applications to undergraduate and graduate students on- and off-campus, and to provide students with experiential training and learning opportunities.

Our **extension, outreach and engagement mandate** is to convey research-based knowledge in a way that permits people to improve their lives, and their communities.

Our **diversity mandate** is to promote diversity of ideas, people, and cultures; and to disseminate accumulated knowledge through resident instruction, distance and continuing education, extension, publications, and professional associations.

Our vision is to be recognized regionally, nationally, and internationally for scholarly work, effective student training, innovative and relevant extension education and service programs. The Department strives always to be aligned and programmatically integrated within OSU and externally with partner resources to enhance and sustain the research, production, and management activities that strengthen state and global economic and environmental vitality.

DISABILITY ACCESS SERVICES (DAS)

Disability Access Services (DAS) provides accommodations, education, consultation and advocacy for qualified students with disabilities at Oregon State University. DAS works with students at OSU, OSU-Cascades, across Oregon and around the world through the OSU E-campus program.

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

Contact DAS at 541-737-4098 or <http://ds.oregonstate.edu>

Resources for Consultation and Referral

For use with students of concern

Emergency Response/Immediate Threat

Emergency/Crisis

Intervention

- When a student:
- Is a victim of an attack
 - Appears to pose imminent danger to the safety of him/herself or others
 - Exhibits behavior that makes you feel unsafe

**Department of Public Safety/
Oregon State Police**
541-737-7000 or 911
Open 24 hours / 7 days per week

If needed, an officer will be dispatched to the scene and a threat assessment made. Additional responses will be based on the situation and may include a referral for medical and/or mental health assistance.

For Non-Emergency Concerns & Consultation

Non-emergency 7-3010

Care Network

Student policies, questions

- Clarification about and links to student life policies
- Questions about available student support services
- On campus resource referral

Student Assistance Team
541-737-8748
Mon - Fri calls are returned within 24 hours

SAT is available to provide general assistance with process navigation, clarification, and referrals to campus or community resources.

Personal Crisis/Community Distress

- Personal tragedy or significant event that may impact a student's ability to stay in school
- When multiple issues impede student success
- Concern about event that has negatively impacted community

Student Care Team
541-737-8748
Open Mon - Fri 8 - 5

SCT will consult with faculty/staff on how to manage the situation. If warranted, SCT will review the situation to ensure follow-up.

Safety of the OSU Community

- Questions about issues related to workplace/academic safety and incident response
- Concerns about potential threats posed by students, faculty, staff, or campus visitors

Threat Assessment Team
541-737-8748
Open Mon - Fri 8 - 5

TAT will consult with faculty/staff on how to manage the situation. If warranted, TAT will review the situation to ensure follow-up.

Mental Health

- Severe anxiety
- Depression
- Suicidal thoughts or emotional disturbances

Counseling & Psychological Services
541-737-2131
Open Mon - Fri 8 - 5

CAPS will consult with faculty/staff on how to manage the situation. Urgent cases will be assisted immediately.

Conduct/Disruptive Behavior

- Exhibiting behavior that violates student code of conduct.
- Disruptive in class, a residence hall, or any other campus location

Student Conduct & Community Standards
541-737-3656
Open Mon - Fri 8 - 5

SCCS will consult with faculty/staff on how to manage the situation. If warranted, an incident report will be requested.

Other/Not sure

Consult with department, school, college

Assistance with exploring options or resources

Working with Distressed and Disruptive Students

OSU's Culture of Care

"As a University, we aspire to create a welcoming environment that enables success for all members of our community. Our common values are grounded in justice, civility, and respect..." – President Ed Ray

Many students face difficult times during college; unexpected life events, personal crises, mental health struggles, academic and transition issues. All OSU community members can be empowered to recognize a student in distress and respond. Think about your process before a situation occurs so you can maintain consistency.

The 4 R's:

Signs to **RECOGNIZE**

- Disruptive students: Students whose behavior makes the class or office environment difficult to teach, learn, or work.
- Distressed students: Students who are experiencing emotional and/or psychological problems that are interfering with their ability to understand.
- When you recognize, inform your supervisor then address your concerns with the student.

Ways to **RESPOND**

- Disruptive behavior: In the face of persistent disruption, you may ask someone to leave. If the student refuses and continues to be disruptive, inform the student that you will be contacting Public Safety then do so. Follow up with Student Conduct & Community Standards.
- Distressed behavior: Express your concerns in behavioral, nonjudgmental terms such as, "I've noticed you've missed appointments lately and I'm concerned." Listen to the student, repeat back to them what you've heard. If appropriate, call the Care Network in the Office of Student Life to consult or make a referral.

Support **RESOURCES**

- Care Network: 541-737-8748
 - Student Assistance Team
 - Student Care Team
 - Threat Assessment Team
 - Community Care Team
- Counseling and Psychological Services: 541-737-2131
- Student Conduct & Community Standards: 541-737-3656

How/when to **REVISIT**

- If you refer a student to a support office on campus, it is a good idea to give that office a heads up. Inform the student you will be doing this.
- Communicate to the student about when and how you will follow up with them: "I will email/call you later this week to check in and see if you were able to make an appointment at XXX office."

Tips for faculty/staff who have concerns about a student...

Always keep safety in mind as you interact with a troubled student. If you feel that you or the student is in danger call 911 or 541-737-7000

Don't assume the student is trying to get attention or relief from responsibility

Don't promise confidentiality to a student. Faculty and staff have some reporting obligations: Title IX Sexual Harassment or Violence and Child Abuse.

Document your interactions with the student in case the situation escalates.

Know your limitations. You do not need to serve as a counselor.

Offer to walk student to Counseling & Psychological Services to see the professional counselor on call: 500 Snell Hall.

Make for the student the first call to Counseling & Psychological Services to schedule an appointment: 541-737-2131

REFERRING A STUDENT TO THE CARE NETWORK

When to Refer

- If your efforts to manage a significant classroom behavioral issue has not resolved the problem.
- If you are concerned about the welfare of a student, yourself, and/or other students.
- If a student asks for help in dealing with personal issues that are outside of your role as a faculty or staff member.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

What About Confidentiality?

The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate concern related to campus safety.

If you are concerned about a student do not hesitate to notify the Care Network.

Does the Referral Need the Student's Participation?

Simply put, no it does not. There may be times when the student is not receptive to help or support, or when the student has long left your class or office and the link between your concern and making a referral occurs.

What to Do

Care Network referrals can be made by:

Calling the Office of Student Life at:
541-737-8748.

Sending an email to:
deanofstudents@oregonstate.edu.

Information needed for effective referral:

- Your name and relationship to student
- A phone number at which the Care Network can reach you
- Student's name and OSU ID#
- A brief, factual explanation of your concern or observation, including key dates, times, and locations
- What has been done so far to address the concern
 - Conversation with student
 - Consultation or check in with colleagues
 - Student's response to those efforts

If you are not sure if you should refer:

Remember that in any given situation there are probably several ways to address your concern for a student's distress. Please contact the Care Network in the Office of Student Life to discuss your concerns and your options at:

541-737-8748.

<http://studentlife.oregonstate.edu/main/students-concern>

As a result of growing safety issues and concerns on college campuses, Oregon State University (OSU) developed a Student Care Team (SCT). The SCT addresses student behaviors that are disruptive and may include safety and/or mental health issues. The goal of the SCT is to promote the safety and health of students which, in turn, aids in the well-being of our overall OSU community. The SCT consists of a group of qualified and dedicated OSU professionals who collaborate together as they focus on:

- Eliminating fragmented care and information
- Providing a structured method for addressing student behaviors that impact the university community
- Balancing the individual needs of the student and those of the greater campus community
- Initiating appropriate intervention without resorting to punitive measures

The Student Care Team is comprised of representatives from the Academic Success Center, Counseling and Psychological Services, Dean of Student Life Office, Department of Public Safety, International Student and Advising Services, INTO OSU, Office of Equal Opportunity & Access, Oregon State Police – OSU Station, OSU Graduate School, Residential Education, Student Conduct and Community Standards, and Student Health Services.

As someone who works directly with students on a daily basis, OSU faculty and staff are in a unique position to interact with students both inside and outside of the classroom. The SCT addresses concerns about student behavior that may be disruptive to the integrity of the learning environment and the greater campus community.

The Student Care Team meets regularly and would be glad to consult with you. You may contact the SCT through the Office of Student Life at (541) 737-8748, option #3, the [Student Care Inquiry Form](#), or deanofstudents@oregonstate.edu

DIVERSITY

Launched in 2018, Innovate & Integrate: Plan for Inclusive Excellence, is Oregon State's first comprehensive diversity strategic plan and a key step towards the realization of Oregon State's vision to become a national model for inclusive excellence. The plan was developed through extensive engagement with stakeholders who contributed their expertise and experience to the development process. The plan represents a roadmap to advance inclusive excellence by leveraging existing successful initiatives and embracing new innovative ideas.

https://diversity.oregonstate.edu/sites/diversity.oregonstate.edu/files/oid_strategicplan-web.pdf

DOCUMENT REVIEW REQUESTS-DEPARTMENT HEAD (SEE EMAIL REQUESTS-DEPARTMENT HEAD)

DOCUSIGN-ELECTRONIC SIGNATURES

DocuSign is an electronic signature system designed to improve the workflow of signing and approving documents in a way that's simple, secure, and fully digital. Documents signed with DocuSign are legally enforceable, intended to re-envision conventional paper-based processes. Currently in use by most departments on campus with the exception of the registrar's office. Registrar's office requires wet signature on all document submissions.

EMAIL DISTRIBUTION LISTS

CSS has created the following email distribution lists to assist in focusing your email to the appropriate employment types:

CSSO Everyone	Crop & Soil Science (all other distribution lists feed into this list automatically)
CSS Department	CSS Research Faculty, CSS Teaching Faculty, CSS Extension Faculty, CSS Non-Corvallis Faculty, CSS Corvallis Faculty, CSS Tenured Tenure-Track Faculty, CSS Classified, CSS Professional Faculty, CSS Crops Graduate Faculty, CSS Soils Graduate Faculty, CSS Seed Certification, CSS Seed Lab
CSS ALS Building	All CSS faculty in ALS building
CSS Crops Building	All Crops building occupants
CSS Cordley	All CSS faculty in Cordley
CSS Affiliated	list of people we work with including AMBC HR, AMBC Finance, Roots IT
CSS Tenured Tenure-Track Faculty	Department tenured and tenure-track faculty
CSS Professional Faculty	Department professional faculty
CSS Teaching Faculty	Department teaching faculty
CSS Research Faculty	Department research faculty
CSS Extension Faculty	Department extension faculty
CSS Soils Graduate Faculty	Soils graduate faculty
CSS Crops Graduate Faculty	Crops graduate faculty
CSS Classified Staff	Department classified staff
CSS Corvallis Faculty	Department campus-based faculty
CSS Non-Corvallis Faculty	Department non-campus faculty
CSS Emeritus Faculty	Department Emeritus faculty
CSS Undergraduate Students	Department undergraduate students
CSS Retirees	Retired previous CSS Department employees

EMAIL REQUESTS-DEPARTMENT HEAD

Process for Email Requests to Department Head (Email Triage)

Ensure that subject line clearly states intent of email

1. **Urgent:** Title and requested action (Copy Kristin Rifai-*urgent requests are items that need to be addressed immediately or within 48 hours*)
2. **Review and Comment:** Title of Item (reply requested by dd/mm) (Copy Kristin Rifai)

3. **Signature Request:** Name of Document (return by dd/mm) (send request directly to Kristin Rifai)
4. **Request for Meeting:** Name of Event/Concern (send request directly to Kristin Rifai)
5. **For Review**-no reply requested: Title of Item
6. **FYI:** Title of Item
7. **Authorized or Approved** (*response, in subject line indicating approval with no comment inside the body of the email*)
8. **EOM** (*stands for end of message, response, in subject line indicating no comment inside the body of the email*)

If CC is used, no reply should be expected, you should only CC people who have a need to stay in the know.

EMERITUS REQUEST PROCESS

Policy

The "Emeritus" title may be recommended for a faculty member who:

1. retires from Oregon State University, and
2. has held a position with ***indefinite tenure***, generally on an active full-time basis, for at least five years immediately prior to retirement, and
3. has demonstrated professional competence and provided effective service to the programs of the institution.

Procedure

- Submit nomination to the Office of Academics Affairs at least two months prior to retirement (*refer to sample letter*).
- Dean/Director will solicit nominations from departments prior to the actual retirement/ tenure relinquishment of faculty who may be eligible for Emeritus status.
- Dean/Director will present each recommendation in the form of a letter, addressed to the Vice Provost for Academic Affairs, providing a brief description and evaluation of the services the faculty member has rendered to the University, including dates of employment and date of retirement or tenure relinquishment. This letter will become part of the faculty member's permanent personnel records file in the Office of Human Resources. It is important that the faculty member's post-retirement mailing address is included in the letter.

- Each faculty member receiving the title "Emeritus" will be advised of the action by the President and Vice Provost through a letter. A copy of the letter will be provided to the faculty member's department/unit.
- Upon receipt of the department copy of the Emeritus letter from the President, if the Emeritus form will be prepared by the department/unit representative, log into OSCAR (<https://oscar.oregonstate.edu>), go to the Recruit/Appoint section, and complete the online task to appoint the Emeritus faculty member. The resulting form is attached to the following documents and sent to the Business Center human resources staff in order to begin the appointment in Banner.
- Copy of the recommendation letter from the Dean/Director
- Copy of the President's letter granting Emeritus status

Use of Emeritus Title

The title "Emeritus" will be added to the academic rank (held at the time of retirement) for faculty members whose services have been principally in teaching and research (such as Professor Emeritus of History, or Associate Professor Emeritus). Faculty members whose principal duty is as an academic executive administrator may have the title "Emeritus" added to the administrative title held at the time of retirement. The five approved academic executive administrator titles are: President Emeritus, Provost Emeritus, Vice President Emeritus, Vice Provost Emeritus and Dean Emeritus. In such cases, the title may also be added to their academic rank (such as Dean Emeritus of the College of Science and Professor Emeritus of Chemistry).

Benefits

Emeritus status is to be effective for life of the faculty member. Emeriti faculty members are granted use of the library, may take courses at staff rates, and are granted an Emeritus faculty ID card. As with all other retired faculty and staff, they may also purchase athletic season tickets at faculty/staff rates and participate in the Faculty/Staff Fitness program. Emeriti faculty members are not eligible for employee health benefits, vacation leave, or sick leave.

Continuation of Professional Activities

Emeriti faculty members who willingly engage in professional activities without compensation or remuneration on behalf of the University are required to complete the Conditions of Volunteer Service Form found at <http://risk.oregonstate.edu/insurance/volunteer>

EMPLOYMENT-RECRUITING/HIRING PROCESS FOR TENURE-TRACK, FIXED TERM, CLASSIFIED, TEMPORARY, STUDENT POSITIONS

Unclassified Appointments (Research & Professional Faculty, Tenure-Track & Fixed-Term)

Academic Appointment Guidelines

<http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/jobs/acadappt.pdf>

Classified

All positions are considered represented (by the bargaining agreement) by default, unless the criteria for exclusion are met according to PECBA guidelines.

Academic Wage

The purpose of an academic wage appointment is to complete a short-term, non-recurring, non-teaching work assignment, typically lasting 90 calendar days or less. It is appropriate to use this appointment method when:

- The workload is intermittent/sporadic, but ongoing.
- A person is being placed into an "acting" appointment (those positions filled on a temporary basis to replace a regular, unclassified employee on leave). An acting appointment is made using the academic wage appointment process, NOT the regular, unclassified appointment process.
- A returning retiree or other unclassified (C1) employee is returning to their same position/duties at time of termination (these positions are NOT processed through the Online Recruiting System).
- A current, regular status employee is provided an unclassified developmental opportunity (a temporary job assignment that allows an employee to gain new skills and experience relevant to his/her career goals).

Temporary

Effective with the 2015-2019 OUS/SEIU Collective Bargaining Agreement (CBA), temporary employees who have worked an average of four (4) or more hours per week during the most recent calendar quarter, and have a reasonable expectation of continued employment will be considered represented by the SEIU. Reasonable expectation of ongoing employment is assumed until the temporary employee's position is terminated.

Temporary staff appointments must only be used for the purposes of meeting emergency, nonrecurring or short-term workload needs. Employment of a temporary worker, other than to replace a regular employee on leave, cannot exceed the equivalent of six calendar months (1,040 hours) in a twelve month period, beginning with the first day of employment.

Represented temporary employees have the same classification title and base rate of pay for the appropriate classification as regular classified employees. Rates of pay for represented temporary employees must be within the established ranges, minimum and maximum, according to the salary appendices in the 2015-19 CBA. All represented temporary appointments will continue to be paid on an hourly basis.

Temporary Agency Hiring

When contracting external temporary employees the university is required to utilize the services of a Qualified Rehabilitation Facility (QRF) in accordance with the provisions of ORS 279-835 to 279-855 and applicable Administrative Rules.

The Temporary Employment Agency Request form is available in the Recruit/Select section of the OSCAR website at <https://oscar.oregonstate.edu/public/recruit.aspx>
Click on “Temporary Employment Agency Request,” complete the form and submit it to Kristin Rifai.

Please do not submit a request to a temporary agency directly. All requests must go through Kristin Rifai and your Business Center HR staff.

Student Hiring

When hiring a student worker, complete the student position request form
<https://hr.oregonstate.edu/student-employment-program/webform/student-position-request-form>
Shauna Gutierrez is our contact for all student hiring.

EQUIPMENT AVAILABILITY-GENERAL USE

(Details coming in next document version)

eSET STUDENT EVALUATION OF TEACHING SCORE RETRIEVAL PROCESS

Go to OSU Online Services

https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

Go to the “Faculty & Advisors” tab

Go to Instructor Access to Student Evaluations

Go to Reports Tab/Report Browser

FACULTY AWARD PROCESS

(Details coming in next document version)

FACULTY CAMPUS CLUBS

If you are aware of additional faculty campus clubs not included on the list, please contact Kristin.Rifai@oregonstate.edu

Oregon State University Bird Nerds <http://osubirdnerds.weebly.com/>

Oregon State University Bass Fishing Club

https://www.facebook.com/pg/OregonStateBassFishingClub/about/?ref=page_internal

OSU Folk Club <http://osufolk.oregonstate.edu/about>

OSU Religious Studies Club <http://liberalarts.oregonstate.edu/school-history-philosophy-and-religion/religious-studies/religious-studies-club>

Faculty are welcome

OSU Rifle Club <http://www.osurifle.com/> faculty are welcome to go in and take a gun safety course.

OSU Women in Science <https://www.facebook.com/WomenInScienceOSU/>

Professional Faculty Leadership Association (PFLA) <http://oregonstate.edu/pfla/>

Triad <http://triad.oregonstate.edu/>

FACULTY CAMPUS RESOURCES/BENEFITS

Faculty Resources

Use your ONID log in credentials to check out MYOSU at <https://myosu.oregonstate.edu/web/myosu/1>

Faculty Benefits

FACULTY HANDBOOK (OSU) (SEE OSU FACULTY HANDBOOK)

FINANCE-INDEX/GRANTS/OVERLOAD PAYMENTS/STIPENDS/SERVICES & SUPPLIES

A pending index allows any costs incurred in the start-up phase of your project to be correctly allocated, and eliminates the need for any cost transfers upon receipt of the actual award. The dean and/or department head/chair are required to sign the organizational prior approval system (OPAS) form, as is the principal investigator. The OPAS form authorizes the setup of a pending index, whereby the department agrees to guarantee any costs incurred prior to receipt of the award. In the event the award is not received, any costs incurred on the pending index are charged back to the department.

A pending index can be requested for the following:

- Awards which have passed the start date, but for which the award document has not yet been received.
- Pre-award costs, which are expenditure of funds up to 90 days prior to the expected start date of a new award. Please contact your OPAA grant accountant to determine if agency approval is required for pre-award spending.

Prior Approval Request Pending Index Form

This form has three functions: 1) to request no-cost extensions, 2) pre-award costs, and 3) for pending award requests. No-cost extensions and pre-award costs are for awards from agencies which have granted OSU expanded authorities. No-cost extensions must meet established criteria to be approved and must reach the Office of Post Award Administration (OPAA) 45 days prior to the end date of the award. Pre-award costs allow costs up to 90 days prior to the start date of the award. Pending indexes are set up for awards that have been proposed, but not yet awarded. Departments requesting pending indexes are responsible for charges on pending indexes if the awarding agency fails to fund the award.

Grants

To view your grant balances.

<https://core.oregonstate.edu/reports/RES1210>

- enter your last name then “view report”
- click on your last name in “grant lookup by PI”

If you have questions about your grants or indexes, please contact AMBC finance, Stephanie Dewey or Itsue Pfund

Grant Proposal Process

The College of Agricultural Sciences offers grant proposal support. Contact Liz Etherington via email: liz.etherington@oregonstat.edu or phone: 541-737-3429.

Finding Funding

Help Preparing a Grant Budget

Proposal submission templates

Submit a proposal in Cayuse (grant proposal software) or to a sponsor

Overload Compensation

Full-time faculty at Oregon State University may be requested to perform service in excess of full-time effort for institutional-funded activities. Such activities are considered overload and may include instruction, education and outreach programming, and consulting. The University, in delivering the work, has an interest in and obligation to insure fair compensation across units for work of similar scope, complexity, and disciplinary content. Follow this link for more information on overload compensation.

Stipends

As members of the University's community, unclassified employees (academic, research and professional faculty) are expected to participate in a variety of Oregon State University's activities and services without additional compensation. The salary of full-time faculty members is full compensation for job duties and activities performed for the University. There are occasions, however, when a faculty member is asked to perform administrative duties on a temporary basis that are substantially outside the scope or reasonable potential scope of the faculty member's position. In such instances, the faculty member may be eligible to receive an administrative stipend.

Follow this link for more information on administrative stipends

<https://hr.oregonstate.edu/manual/administrative-stipend>

Services & Supplies

(Details coming in next document version)

GRADUATE STUDENT TRAVEL AWARDS

The goal of Department Graduate Travel Awards is to fund attendance by graduate students at professional meetings in their chosen field of study. These meetings are an important part of graduate student training. Further, this award pool is particularly set up for students in need, be that because their faculty advisor has insufficient funds for support of meeting attendance and travel or the meeting offers training the student seeks. The spirit of awarding is to extend as much of the available funds to the most students. Hence, full award of requested budget is a rare thing.

The award amount is the maximum reimbursable amount. Should a student receive sufficient funds from the Graduate School, the Department will withhold the excess amount in its award for use by another student.

Deadlines

<u>Notification</u>	<u>Department</u>	<u>Awards Committee</u>	<u>Grad School</u>	<u>Grad School</u>
<u>Email</u>	<u>Deadline</u>	<u>Decision</u>	<u>Deadline</u>	<u>Decision</u>

Travel from May 1-October 31

March 1

March 15

March 25

April 1

May 23

July 1 July 15 July 25 Aug 1 Aug 22

Sept 30 October 15 October 24 Nov 1 Nov 23

- Student submits email of interest to Emmalie Goodwin, attached to email are documents and checklist, documents to include:
 - Completed [signature page](#) and percentages of cost coverage worksheet.
 - Copy of submitted abstract or submitted product; include title and authors in order they appear on submission/abstract
 - Statement of the importance and value of the meeting. As relevant, details of the workshops, job interviews, project development, journal article writing, field trips, networking sessions, leadership in the sponsoring agency, and collaboration that will occur (one page or less)
 - Student's filed [program of study](#)
 - Notification of acceptance or presentation OR indicate the acceptance is pending and when notification is expected. Indicate whether this will be an oral or poster presentation.
 - Student CV
 - Budget: Include an itemized list of ground and/or air transportation, meals, lodging, meeting registration fee, abstract fee, other, a justification/explanation of costs, and the total cost and amount requested from the Graduate School/Department.
 - Advisor or Major Professor's statement on stature of the meeting or conference relative to conferences in the field, and acceptance rate of submissions. (be sure to explain the purpose of this letter to your advisor or major professor)
 - Name this document using the following naming convention:
Smith_Feb2015_Physics_Grad Travel.pdf
- Emmalie sends nomination packets to Tom Chastain for decision.
- Tom submits nomination packet for Grad Travel award online by deadline.
- Tom gives names of department award winners to Emmalie.
- Email announcing winners on behalf of Tom.
- Emmalie sends email to recipients on process to receive funds, and other required details.
- Within a month of returning from the conference the student will (depending on award:
 - send a one page report to the graduate school that includes students name, major, degree sought, major professor's name, conference attended, dates and location conference, presentation title, and a description of the significant outcomes for the student. Email to graduate.scholarships@oregonstate.edu

- Send a thank you note to departmental donor, with description of conference attended and significant outcomes.

GRADUATE FACULTY REQUEST

In order to serve on a graduate committee, members must be on the graduate faculty list. Please check with Kristin Rifai, Kristin.Rifai@oregonstate.edu to ensure your graduate committee members have graduate faculty appointments. If they are not OSU faculty members, they also need an official affiliation with Oregon State University in the form of an Affiliate or Courtesy Faculty Appointment. See “**AFFILIATE/COURTESY/ADJUNCT FACULTY REQUEST PROCESS**”

GRADUATE STUDENT APPLICATION PROCESS

Crop Science Graduate Program Application Steps

Steps for applying to the Crop Science Graduate Program are detailed below. Please follow the sequence to ensure that you’re not unnecessarily expending application fees required by the graduate school.

Step 1. Identify an Advisor

- Review the matrix of disciplines and commodities to determine your interest area. [Faculty Matrix](#)
- Email a faculty member identified with that discipline and commodity focus to determine if he or she is willing to serve as your mentor.
- Copy your email to our Graduate Applications Coordinator, Shauna Gutierrez; shauna.gutierrez@oregonstate.edu
- Provide a letter of interest, your CV, previous GPA, our [Graduate Questionnaire](#) and indicate if you require financial assistance.
- Await a reply from the identified faculty member and ensure their willingness to serve as your mentor ***before applying to the Graduate School.***

Soil Science Graduate Program Application Steps

Steps for applying to the Soil Science Graduate Program are detailed below. Please follow the sequence to ensure that you’re not unnecessarily expending application fees required by the graduate school.

Step 1. Identify an Advisor

- Email a faculty member identified with that discipline and commodity focus to determine if he or she is willing to serve as your mentor.
- Copy your email to our Graduate Applications Coordinator, Shauna Gutierrez; shauna.gutierrez@oregonstate.edu
- Provide a letter of interest, your CV, previous GPA, our [Graduate Questionnaire](#) and indicate if you require financial assistance.

- d. Await a reply from the identified faculty member and ensure their willingness to serve as your mentor ***before applying to the Graduate School.***

Crop Science & Soil Science

Step 2. Apply to the Graduate School (fee required)

- a. After you have identified a suitable mentor within the Crop Science graduate faculty, submit your application to the Graduate School (<http://gradschool.oregonstate.edu/admissions/academic-requirements>).
- b. Taking the GRE is required, however there is no program-specified minimum score.
- c. Provide 3 letters of reference.
- d. If you are a non-native English speaker and have not completed another degree in the US, you must provide evidence of English proficiency. OSU accepts several English language test scores, the most common of which are TOEFL and IELTS. Proficiency requirements are TOEFL: 550; TOEFL iBT: 80; IELTS: 6.5 (<http://gradschool.oregonstate.edu/admissions/international#english-language>)

Step 3. Submission Dates

We accept applications at any time of the year, and accepted students can enroll during any academic term. To be considered for funding for Fall Term, we recommend that you submit a complete application by January 10. For university deadlines visit [Oregon State's Graduate School](#).

For Fall - January 10

For Winter - June 1

For Spring - September 1

For Summer - December 1

Step 4. Apply for Financial Assistance

A limited number of graduate research assistantships (GRAs) are available to students through various projects in the department. Graduate research assistants work on a part-time basis 12 months per year; all students must contribute to the sponsoring research project. GRAs are funded grants awarded to specific faculty members. Graduate research assistants do not pay tuition but are responsible for fees and health insurance. General information on eligibility rules for low-interest federal loans can be obtained from the [Graduate School](#).

There are university-wide scholarship and fellowship opportunities for highly qualified applicants. <https://gradschool.oregonstate.edu/finance/graduate-fellowships-and-scholarships>

Non-U.S. citizen applicants may also seek fellowships from their home country, or from international agencies and foundations. To obtain a student visa, international students must show evidence of sufficient financial resources to support their entire educational program at Oregon State.

[Group health insurance](#) is available through Oregon State University.

GRADUATE STUDENT GRA/GTA APPOINTMENT REQUEST/TIMELINE

Graduate Student GRA/GTA Appointment Request

Newly admitted graduate students with promise of funding

Once a faculty member has accepted a student for admission to the CSS graduate program, the faculty member should request a GRA/GTA offer letter from graduate coordinator. The Coalition of Graduate Employee (CGE) contract requires a full-year commitment (unless by exception and with justification).

Send an email to Shauna.Gutierrez@oregonstate.edu

The request should include:

Start Date:

End Date: 9/16/xx-6/15/xx or 9/16/xx-9/15/xx

Index to use (be specific):

If less than a full-year, please provide a statement as to why the contract is less than a year:

For Current Graduate Students, following is the timeline:

Mid-July/Mid-October/Mid-January/Mid-April:

Shauna sends an email request to all faculty member's for appointment/re-appointment letters for the upcoming academic year/term. CGE stipulates that offer letters be sent to students by August 16, November 16, February 16, May 16.

August/November/February/May:

Shauna prepares appointment letters and sends to students requesting signature and return within a week.

September/December/March/June:

Shauna inputs information into HR system and scans offer letters to AMBC HR

During Winter Term

Yanli Zhang updates the AMBC spreadsheet with information about cost of graduate students, including stipend, cost of insurance, tuition & fees, etc.

During Spring Term

The graduate school announces minimum stipend levels. Using this information, Shauna updates CSS stipend levels for distribution during spring faculty meeting.

Options for summer funding, credits and tax considerations

(Details coming in next document version)

GRANT PROPOSAL PROCESS

The College of Agricultural Sciences offers grant proposal support. Contact Liz Etherington via email: liz.etherington@oregonstat.edu or phone: 541-737-3429.

[Finding Funding](#)

[Help Preparing a Grant Budget](#)

[Proposal submission templates](#)

[Submit a proposal in Cayuse \(grant proposal software\) or to a sponsor](#)

GRIEVANCE/OMBUDSMAN/EAP

Grievance

In 1988, following a mandate to all State System institutions from the State Board of Higher Education, the OSU Faculty Senate approved new grievance procedures. There have been minor revisions since then. The procedures are published in their entirety below. Numbers refer to the Oregon Administrative Rules.

Purpose

576-050-0010

1. The University encourages the resolution of grievances through informal means and discussion in keeping with the collegial atmosphere of a university. The University is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes.
2. The procedure set out in this rule is available to any unclassified employee with faculty rank as defined in this rule and in the rules of the State Board of Higher Education.
3. This grievance procedure may be used to hear any complaint by a faculty member that he or she was wronged in connection with compensation, tenure, promotion or other conditions of employment, or that his or her rights were denied as to reappointment. "Other conditions of employment" shall include, but not be limited to, violations of academic freedom, nondiscriminatory employment practices and discriminatory employment practices including sexual harassment, and laws, rules, policies and procedures under which the institution of higher education employing the academic employee operates. Disciplinary sanctions are imposed in accordance with OAR 580-021-0320 and shall not be subject to this grievance procedure.
4. The University may elect not to proceed with a grievance if the grievant also seeks resolution in another forum.
5. If the grievance concerns a matter to which contested case procedures apply, the grievant may elect to use the procedures in OAR 576-002-0020 to 576-002-0055.

Definitions and Mail Requirement

576-050-0015

- "Days" as used in this rule shall mean calendar days.
- "Presentation of the Grievance" as used in OAR 580-021-0050 means receipt of the grievance by the dean, director or unit executive officer as specified in OAR 576-050-0025.
- "Faculty Mediator" is an academic employee with faculty rank chosen by the Faculty Senate Executive Committee. Emeritus faculty shall be eligible to serve as the Faculty Mediator.
- "Faculty Grievance Committee" is a committee of five academic employees with faculty rank chosen by the Faculty Senate Executive Committee and charged with the responsibility for hearing faculty grievances in accordance with these procedures. Any person with faculty rank may submit nominations to the Executive Committee for consideration. The Executive Committee shall choose at least one female and one minority member. Three members shall constitute a quorum. The Executive Committee of the Senate shall select a chair.
- "Faculty Rank" means faculty ranks as defined in the rules of the State Board of Higher Education and includes faculty without rank but with professional title.
- All appeals, decisions, or recommendations referred to in this rule shall be sent by U.S. Mail or University campus mail.

Informal Procedures

576-050-0020

- Prior to filing a formal grievance, a faculty member is encouraged to discuss the grievance with his or her supervisor (or dean, director, unit executive officer or Affirmative Action director). The immediate supervisor shall respond to the grievant within fifteen (15) days.
- The Affirmative Action Office must be notified of any grievance alleging discrimination, including sexual harassment. The Affirmative Action Director, if so requested by the grievant, will investigate any grievance alleging discrimination and attempt to help the parties resolve the issue.
- The faculty member or the chair of the Grievance Committee, with the faculty member's concurrence, may request the Faculty Mediator to review and attempt to resolve all other grievances, including those the Affirmative Action Director determines not to be valid claims of discrimination.
- The Mediator may meet with the grievant and take what action he or she considers appropriate in attempting to resolve the grievance, including interviewing or

consulting other persons. The Mediator and all parties to the grievance shall keep the mediation process confidential to the extent possible under law. Statements made in mediation shall not be admissible in a grievance hearing.

- Nothing in this rule shall require a faculty member to use informal grievance procedures before filing a formal written grievance, provided that a faculty member must notify the Affirmative Action Office of all claims of unlawful discrimination, including sexual harassment, before filing a written complaint.

Initiation of Formal Procedures

576-050-0025

- If a grievance is not resolved to the satisfaction of the grievant at the informal stage, or if the grievant chooses to bypass the informal stage, the grievant may file a formal written grievance. A grievance shall be filed with the dean, director, or executive officer in charge of the administrative unit, except: a) where the grievant is a department chair in which case the grievance shall be filed with the Provost and Executive Vice President; or b) where the grievant alleges sexual harassment against the person in charge of the administrative unit, in which case the grievance shall be filed with the next higher administrator.
- The grievant shall file a copy of the written grievance with the Legal Advisor in the Office of the President. The formal grievance must be filed within sixty (60) days of the time the faculty member knew or by reasonable diligence should have known of the acts which gave rise to the grievance. Therefore, discussion or mediation at the informal stage should be initiated as soon as possible. The University shall extend the sixty (60) day filing requirement if the grievant is pursuing the complaint at the informal level and it appears that additional time would be beneficial in resolving the grievance. Extension by the University shall be in writing by the Legal Advisor.
- The written grievance must contain the grievant's name and address, the date and nature of the act or omission which gave rise to the grievance, any rule, policy or procedure alleged to have been violated or misapplied, and the remedy requested by the grievant.
- The dean, director, unit executive officer, or the respective designee shall send a written decision to the grievant within twenty (20) days of receipt of the grievance.

Appeal to the Faculty Grievance Committee

576-050-0030

If the decision of the dean, director, or unit executive officer is not satisfactory to the grievant, the grievant may file a written appeal with the Faculty Grievance Committee within ten (10) days of receipt of the written decision, stating why the response at the previous level is deficient. This step is optional with the grievant. The grievant may bypass the committee and file the appeal directly with the President.

1. The Committee shall send to the grievant a written notice of the time and place of the hearing at least seven (7) days prior to the hearing.
2. At the committee hearing the faculty member shall present his or her case first, followed by the person or persons who are the object of the grievance. Thereafter the faculty member shall have an opportunity to respond.
3. Each party shall have a right to call and examine witnesses, to introduce exhibits or other documents. The members of the committee may question any witness and may call additional witnesses.
4. If the grievant so chooses he or she may be accompanied by or represented at the hearing by any other person.
5. Either party may provide for and obtain a sound recording of the hearing.
6. The hearing shall be open to the public at the option of the grievant to the extent allowed by law. However, deliberations of the Grievance Committee shall not be open to the public or the parties.

Decision by the Committee and Appeal to the President

576-050-0035

- The committee's decision shall be made in the form of a written recommendation to the President. It shall be based only upon evidence presented at the hearing. The recommendation shall include a description of the complaint, the evidence the committee collected, and its conclusions and recommendations for disposition of the case. The recommendations shall be sent to the grievant, to the President and to the dean, director or executive officer in charge of the unit out of which the grievance arose within sixty (60) days of receipt of the appeal to the committee.
- The President or his or her designee shall review the decision of the committee and the President shall deliver a written decision to the grievant, to the Grievance Committee and to the dean, director or unit executive officer in charge of the unit out of which the grievance arose within thirty (30) days of receipt of the committee's recommendation. Prior to issuing a decision the President, or designee, may interview any person concerning the grievance to supplement the record whether or not the person testified at the hearing, provided that the decision shall list each person so interviewed. In addition the President or designee may review any documents, provided that the decision shall identify any such documents that were not introduced at the committee hearing. The grievant shall be informed of any additional information obtained by the President and given seven (7) days to respond. If the President rejects or modifies the recommendations of the committee, the reasons shall be stated in the decision.

- If the grievant chooses to appeal the decision of the dean, director, or unit executive officer directly to the President, the President shall proceed to review the matter and reach a decision as set out in 576–050–0035 (2), provided that all persons interviewed and all documents reviewed must be identified in the decision. The President shall issue a decision within thirty (30) days of receipt of the grievant’s appeal.
- The decision of the President shall be final except as provided in OAR 576–050–0035(5).
- If the grievance is directed at the President as the immediate supervisor of the grievant or at the President in his or her administrative capacity (as contrasted to appellate capacity), the grievant may appeal to the Chancellor of the Oregon University System as provided in OAR 580–021–0050(10).

Effect of Time Limits

576–050–0045

If the University fails to respond within the time limits at any step in this grievance process, the grievant may appeal to the next step.

Non-Retaliation

576–050–0050

An individual filing a grievance in good faith or otherwise participating in any of the actions authorized under these grievance rules shall not be subject to retaliatory action of any kind by any employee of the University, the Oregon University System, or the State Board of Higher Education.

Two-Year Review

576–050–0055

Not later than two years from the adoption of these rules, the Provost and Faculty Senate Executive Committee shall jointly appoint a faculty committee to review the effectiveness of this grievance procedure and to recommend any changes.

(From Faculty Handbook-Effective February 25, 2002)

Ombudsman

The University Ombuds Office promotes a civil and inclusive campus community by providing informal, impartial, and confidential* conflict management services to all members of the university community.

The Ombuds assists with individual concerns through service and education, and serves as a change agent to address group conflict and systemic concerns. It is the goal of the Ombuds to foster a culture of healthy, safe and open dialogue, and facilitate cooperative problem resolution.

If you contact this office to address a specific conflict, the Ombuds will listen to your concerns, value diverse perspectives, help you explore options for resolution, provide facilitation or mediation services when appropriate, and remain impartial to all parties involved. The University Ombuds Office provides a safe place to share your concerns.

Employee Assistance Program (EAP)

If you're struggling with a work or family issue, free confidential help is just a call away. You and your eligible dependents can receive help on issues such as:

Marital or premarital problems

Alcohol or drug abuse

Interpersonal issues

Conflict at work

Depression or Anxiety

Stress management

Family relationships

Grieving a loss

Financial, legal or consumer concerns

Homeownership savings

Child & Elder Care Resources

Identity Theft Recovery

Personal decision making

OSU contracts with Cascade Centers through PEBB for three (3) confidential counseling sessions per issue.

For more information, visit the [PEBB website](#) and the [Cascade Centers](#) website.

KEYS

Master Key Policy

Master keys will be issued as follows:

- Main office for Departmental check out
- Department Head. Currently: Jay Noller
- Associate Department Head. Currently: Tom Chastain
- Administrative Staff. Currently: Kristin Rifai; Shauna Gutierrez; Emmalie Goodwin
- Building Manager. Currently: Shauna Gutierrez
- IT Staff. Currently: Erick Alvarez -- ITCII, Tina Stahlstedt – ITCII, Aaron Moffett – ITCIII, Wayne Wood – Roots Operations Manager, Curt Onstott – Roots Infrastructure Manager, Assistant Building Manager, Farhad Shafa – IT manager seed certification.
- One for check-out by student IT workers, managed by Curt Onstott
- No more, no less

- Keys for new Project Leaders:
 - Spaces for which you have individual or shared responsibility (and building door)
You should designate what spaces your staff should access

- Keys for current Project Leaders:
 - No need to change, unless you have master keys. In which case, time to turn in and follow example of new Project Leaders

Leave Requests-Vacation/Sick/FMLA

Vacation

We ask that you make all of your vacation requests through EmpCenter. See process at the end of this section.

Sick

At times, it is possible to pre-request sick leave such as when you pre-schedule a doctor or dental visit. Request sick leave in the same way that you pre-request vacation leave through EmpCenter. See process at the end of this section.

FMLA

The Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) were enacted to assist employees and employers in balancing the demands of the workplace with the needs of employees and their families when leave is needed for a serious health condition, pregnancy, parental, bereavement, and military family leave (exigency and caregiver leaves).

FMLA/OFLA provide unpaid, job-protected leave when you need to take time off work for your own serious health condition or because you need to care for an eligible family member with a serious health condition or for another qualifying event. Leave may be taken all at once or intermittently as the medical condition requires. The leave laws define who is eligible, what absences qualify, and how much leave time you may take during the leave year. Your health insurance benefits are protected and will be continued while you are on FMLA/OFLA leave.

The State of Oregon also provides protected leave for survivors of Domestic Violence, Sexual Assault or Stalking. This law provides job protected, paid leave for employees to seek services for themselves or a minor child and/or to relocate. Services may include, but are not limited to: legal and law enforcement assistance, counseling, and medical treatment.

Oregon State University (OSU) qualifies as a covered employer under both FMLA and OFLA. As such, OSU must comply with and consistently provide the protections afforded under the law(s) to all eligible employees.

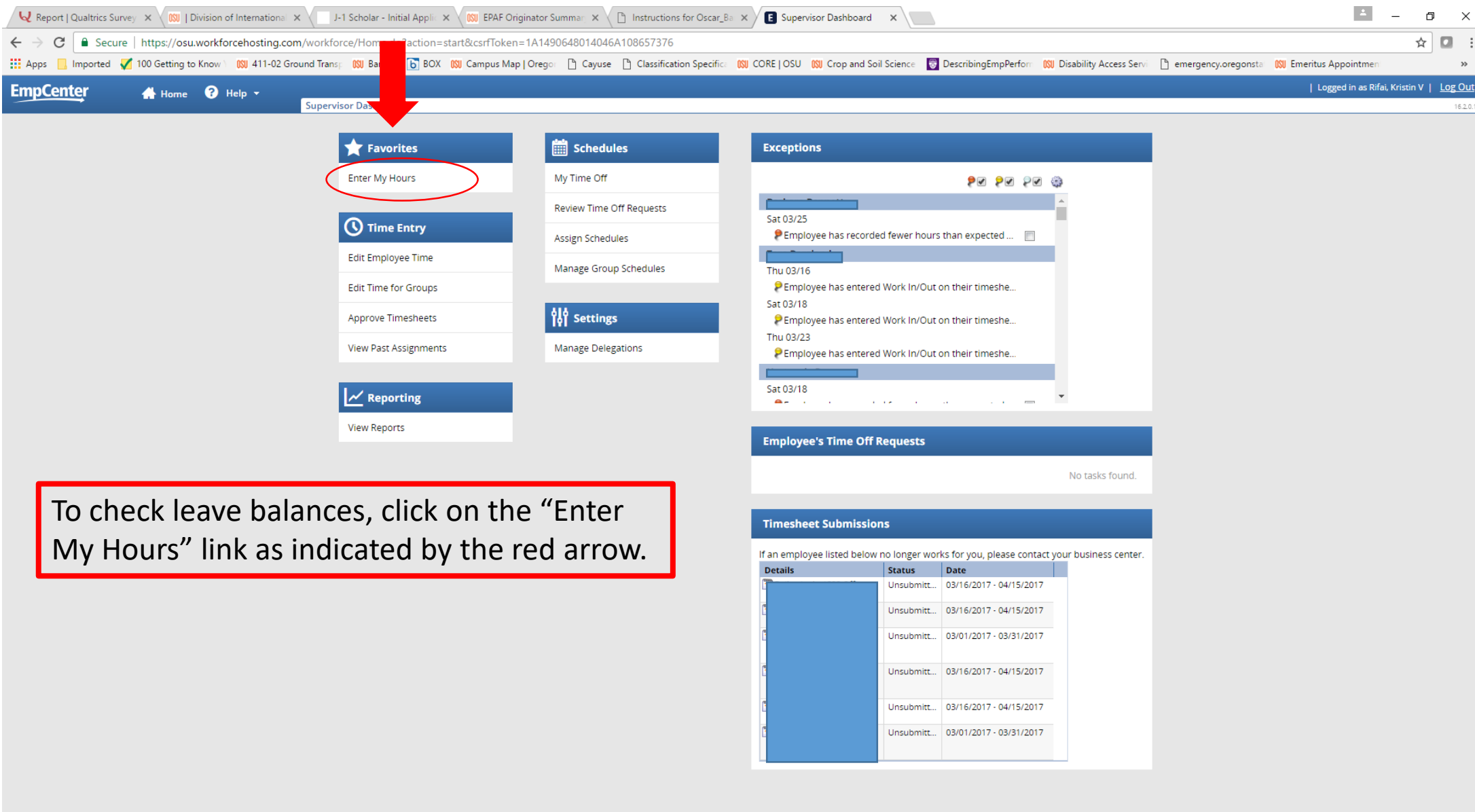
Department Process

If the Department Head or Administrative Manager is notified of a department member's possible qualifying event, we will notify the FMLA group in central human resources by sending an email to fmla@oregonstate.edu

****please note, we value your privacy, we will not ask for nor give any information to others related to your health or FMLA event.***

Members of central HR/FMLA will send you an email with information on how to apply for protected leave. If approved, you and your supervisor will be notified that you have been granted protected leave. Your supervisor ***will not*** be provided with details related to your application. You may also apply for FMLA through EmpCenter by following the process:

Go to: mytime.oregonstate.edu (EmpCenter), log in using your ONID credentials



The screenshot shows the EmpCenter Supervisor Dashboard. A red arrow points to the "Enter My Hours" link in the Favorites section. The dashboard includes sections for Favorites, Time Entry, Reporting, Schedules, Exceptions, Employee's Time Off Requests, and Timesheet Submissions.

Favorites

- Enter My Hours

Time Entry

- Edit Employee Time
- Edit Time for Groups
- Approve Timesheets
- View Past Assignments

Reporting

- View Reports

Schedules

- My Time Off
- Review Time Off Requests
- Assign Schedules
- Manage Group Schedules

Settings

- Manage Delegations

Exceptions

Sat 03/25
Employee has recorded fewer hours than expected ...

Thu 03/16
Employee has entered Work In/Out on their timeshe...

Sat 03/18
Employee has entered Work In/Out on their timeshe...

Thu 03/23
Employee has entered Work In/Out on their timeshe...

Sat 03/18

Employee's Time Off Requests

No tasks found.

Timesheet Submissions

If an employee listed below no longer works for you, please contact your business center.

Details	Status	Date
	Unsubmitt...	03/16/2017 - 04/15/2017
	Unsubmitt...	03/16/2017 - 04/15/2017
	Unsubmitt...	03/01/2017 - 03/31/2017
	Unsubmitt...	03/16/2017 - 04/15/2017
	Unsubmitt...	03/16/2017 - 04/15/2017
	Unsubmitt...	03/01/2017 - 03/31/2017

To check leave balances, click on the "Enter My Hours" link as indicated by the red arrow.

LETTERHEAD

Contact Kristin.rifai@oregonstate.edu for CSS letterhead.

LETTER OF RECOMMENDATION-WRITING GUIDELINES/SAMPLE

(From National Association of Colleges & Employers)

****you must have a signed FERPA release form for all student letters of recommendation**

Dear [Name of Employer]:

This reference letter is provided at the written request of [name of student], who has asked me to serve as a reference on [his/her] behalf. It is my understanding that [name of student] is being considered by your organization for the position of [job title]. Please be advised that the information contained in this letter is confidential and should be treated as such. The information should not be disclosed to [name of student, if student has waived access] or anyone in your organization who would not be involved in the hiring decision regarding this individual. Additionally, the information should not be disclosed to anyone outside of your organization without the consent of the student.

I have known [name of student] for the past [number of months, semesters, years] as [he/she]has taken the following courses which I teach: [list courses, give brief description of content of course]. As [his/her] professor, I have had an opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as [below average, average, above average]. This is evidenced by [his/her] grades—[state the grades].

[One or two specific examples of the student's performance may be appropriate.] As part of [his/her] grade in [name of course], the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. [Discuss how the paper submitted by the student indicated to you the student's skills in these areas.] Based upon this, I rate the student's skills [indicate rating].

[It may be appropriate to give specific examples about the student's area of expertise.] Based upon the student's academic performance and my understanding of the position for which the student is applying, I believe the student would perform [place overall evaluation here].

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Dr. Smart E. Pants
Professor

MEETING REQUEST-DEPARTMENT HEAD

Contact Kristin.Rifai@oregonstate.edu to schedule a meeting with the department head, please provide amount of time requested (typical meeting is 45 minutes), subject of meeting and timeframe/urgency within which you would like to meet.

MENTORING-NEW FACULTY, GRADUATE STUDENT

Graduate Student Mentoring

<https://gradschool.oregonstate.edu/faculty/graduate-mentoring>

New Faculty Mentoring

(Details coming in next document version)

MID-TERM REVIEW TIMELINE/PROCESS/CALENDAR

Jan 1-5	Department Head's email goes out to faculty with timeline. (Department Head)
Prior to Feb 15	Discuss candidacy with supervisor and schedule appointment with Department Head (by contacting Kristin.rifai@oregonstate.edu) to discuss your forthcoming review. (Candidate)
Feb 20	<p>Candidates with teaching and/or extension appointment-contact peer review of teaching committee so peer review of (extension) instruction is performed.(Candidate)</p> <p>Need pre-promotion peer review of (extension) teaching every year. Ensure peer review committee is copied on candidate email. (Department Head/Jennifer/Kristin)</p> <p>Faculty with teaching appointments should have at least one peer review of one course taught each year. The candidate's mentoring committee and Department Head track these through their annual meetings. The most recent peer review should be within one year of submission of dossier to Department for promotion review; ideally, the most recent time taught for <u>all</u> assigned regularly scheduled courses. (Candidate)</p> <p>For extension faculty, written evaluations of extension instruction events are to be solicited of peers at several times each year for annual reviews. These written evaluations are presented to the Department Head and Supervisor when they are recorded. These evaluations are reviewed by the candidate's peer review of extension teaching committee for inclusion in dossier. (Candidate)</p>
Feb 20	Send an email message to Department Head stating you intend to go through the review process, copy Kristin Rifai. (Candidate)
April 1	Candidates with a teaching appointment will need to work with the Department Head to develop a list of 30 students for the student evaluation of teaching. Students are selected based on their enrollment in the candidate's course(s), and their history of active participation in

the Department, including sum of courses taken in CSS, event attendance, and faculty nomination. Courses selected for review are the assigned, regularly offered course(s). Extra-curricular courses and workshops may be included should they provide illumination on the candidate's dossier****Submit as an excel spreadsheet, last name, first name and email address. (Candidate)**

- April 15 Student surveys sent out and due back to the Department Head by April 30. **(Kristin Rifai)**
- May 1 Candidate Statement, Curriculum Vitae, and Position Descriptions due to Kristin Rifai in near final form by 5pm. **(Candidate)**
- May 5 CS, CV and PD forwarded to CSS PTC Committee for review. **(Kristin Rifai)**
- June 1 CS, CV and PD examined by CSS PTC Committee and written evaluations forwarded to the Department Head by June 14. **(PTC Committee)**
- October 31 Candidates with extension appointment will need to work with the Department Head to develop a list of clientele to survey. For appropriate consideration of stakeholders, we need approximately 15-20 completed clientele surveys. Candidates should work with their immediate supervisor to arrive at a list of up to 20-25 clientele to send survey requests to. Clientele include stakeholders who would have sufficient experience with and knowledge of the candidate. These clientele may include other OSU faculty, commissioners, industry representatives, growers, producers and State and Federal agency personnel. On-campus extension faculty must have county extension faculty with whom they have worked on their survey list. **Submit as an excel spreadsheet, last name, first name, email address, phone number, affiliation, and relationship to candidate (grower, colleague, industry rep., commission, etc.) **(Candidate)**
- November 1 Clientele surveys sent out and due back to the Department Head by November 15. **(Kristin Rifai)**
- November 15 Clientele Surveys due back to Department Head. **(Kristin Rifai)**
Candidate compiles teaching dossier for mentoring committee (refer to PTEC guidelines for non-credit or credit teaching) **(Candidate)**
- December 15 PTEC letter due **(PTEC Committee)**
- Prior to January 3 Candidates submit signed certification indicating dossier is ready to review **(candidate/Kristin Rifai)**, once signed, Candidate Statements, CVs and PDs made available for all faculty and PTC Committee to

review. **(Kristin Rifai)**

January 3-5	Completed dossiers assembled [CS, CV, PDs, student committee letter (if applicable), peer teaching committee letter(s) (if applicable), clientele survey summary (if applicable)]. (Kristin Rifai)
January 10	Faculty will be asked to provide input to the CSS PTC Committee by noon on January 10 (Kristin Rifai) (Kristin forward to committee)
January 31	Completed dossiers will be reviewed by the CSS PTC Committee and the Committee will submit a letter for each candidate to their immediate supervisor and the Department Head. (P&T Committee)
February 15	Immediate Supervisor will submit their letter to Department Head (supervisor)
March 1	Department Head submits letter for each candidate for inclusion in dossier. (Department Head)
March 9	Final Dossier submitted to CAS (Kristin Rifai)

MOTORPOOL & PROJECT VEHICLES

The University Motor Pool has over 230 vehicles in its fleet to meet the short term and seasonal vehicle needs of faculty, staff and students. Two locations in Corvallis and Eugene serve Oregon State University and the University of Oregon as well as outside agencies. The fleet ranges from medium sedans to large flatbed trucks to provide you with many options to suit your rental needs.

If you are new to the Motor Pool and have never rented vehicles before please complete a [Driver Authorization form](#).

Making a reservation is convenient through our [Online Reservation form](#). The two step process submits your reservation electronically and provides confirmation, reminder, and summary of trip charges by email to help keep you informed. If you need a canopy or if there are other special considerations including making multiple requests at once there is a comment box for you to list additional information. Our customer service representatives and detail specialists will work hard to fulfill your requests.

Sending your reservation requests in advance ensures better access to specialized vehicles such as 12 passenger vans and trucks. Seasonal rentals for the summer research period should be communicated as early as possible to improve matching vehicles to the right activity.

If you have not previously submitted a reservation through our Online Reservation system, please feel free to stop by the Motor Pool front office for a demonstration or call us at (541) 737-4141 in Corvallis or (541) 346-2000 in Eugene.

Picking Up a Vehicle

After you have submitted an [Online Reservation](#), you will receive a Confirmation Email with the reservation number and date/time of your scheduled pick up. The business day before your pick up date the Motor Pool staff will send you a Reminder Email.

Motor Pool staff will ask to see a valid Driver's License during the dispatch process to verify identity and authorization status. UO drivers should bring their Driver Certification Card the first time they come.

If you have not previously rented a vehicle through the Motor Pool, you will need to fill out a [Driver Authorization form](#). Any driver wanting to rent an 8-passenger, 12-passenger or large cargo van will need to visit the [Van Safety](#) link for more information on the Van Safety video and test. If you have any questions, please call (541) 737-4141 in Corvallis or (541) 346-2000 in Eugene.

Returning a Vehicle

Vehicles may be returned 24 hours a day to the Motor Pool. When returning a vehicle, please take the following steps:

1. On the dispatch card, record the:
 - Odometer Reading
 - Date & Time of Return
 - Comments about vehicle performance/condition
2. Leave the dispatch card in the vehicle and lock all of the doors
3. Drop the keys into the Key Drop

Eugene: Access the return lines and secure customer parking after hours by using the Voyager fuel card to open the security gate. It may take several card swipes at the card reader and is sometimes easier if the driver gets out of the vehicle.

Changing or Cancelling a Motor Pool reservation

Changing a reservation

If you need to make changes to a reservation, please contact the Motor Pool. Every effort will be made to accommodate your needs.

Cancelling a reservation

If your plans change and you need to cancel one or more reservations, please contact the Motor Pool please contact us as early as possible.

Late cancellations make it difficult to provide timely information to other renters seeking vehicles and may be charged the daily rental rate. 24 HR notice is appreciated.

Project Vehicles

Make	Type	Color	E-Plate	Project Leader
Ford	Truck	White	E251939	Michael Flowers
Ford	Truck	Red	E257725	Michael Flowers
Chevrolet	Truck	White	E255016	Shaun Townsend
Ford	Truck	White	E256086	Mark Larson
Ford	Truck	White	E256084	Mark Larson
Ford	Escape	White	E256085	Mark Larson
Dodge	Pickup	White	E265997	Kyle Roerig
Chevrolet	Pickup	Silver	E230211	Kyle Roerig
Chevrolet	Pickup	White	E256081	Kyle Roerig
Chevrolet	Pickup	Silver	E230247	Kyle Roerig
Ford	Pickup	Green	E257706	Pat Hayes
Ford	Pickup	White	E256097	Sujaya Rao

A checklist to assist supervisors or department representatives when onboarding new classified, unclassified, and academic/research faculty employees. Use of the checklist is optional.

Employee Information_____
Last Name_____
First Name_____
Middle Name**Purpose**

To help new employees get off to an optimum start.

When planning the onboarding of a new employee, it is suggested the first few days or first week be dedicated to onboarding and training activities.

Onboarding is most successful when a new employee is paired with a mentor. The mentor can be a co-worker, manager, department contact, or other individual who can help the new employee navigate their first few months at OSU. It is suggested the search committee members reach out to the new employee, helping them feel welcome. It may also be appropriate for committee members to check in with the new employee on a regular basis.

Check List Instructions

Review and discuss all applicable items on the list with the new employee. Questions may be directed to your business center human resources staff.

Items to be Completed

* Indicates items which can be completed prior to a new employee's first day of work.

Job Tools Setup_____
Phone/Telecom*<http://is.oregonstate.edu/network-wireless/telecom>_____
Long distance calling code*<http://is.oregonstate.edu/network-wireless/telecom/telephone-coordinators>_____
Data port*<http://is.oregonstate.edu/network-wireless/flexnet-data-services>_____
Order business cards*<http://printmail.oregonstate.edu/design-online>_____
Request email address, shared network/file access, and shared calendar access*<http://is.oregonstate.edu/accounts-support/cn> OR<http://oregonstate.edu/helpdocs/e-mail/college-specific-email-accounts>_____
Computer and peripherals*

_____ Add email in scanning feature on departmental copier (if applicable)*

_____ Budget authority set up (if applicable)

_____ Other

Request Systems Access and System Training Required for Position

_____ Banner

<http://is.oregonstate.edu/training/admin-systems-training>

_____ EPAF

http://oregonstate.edu/dept/computing/train/cbt/hris_banner/EPAF_Training_Originators_BC.pdf

_____ Data Warehouse

<http://is.oregonstate.edu/data-warehouse-basics>

_____ CORE (this is position assigned so set up is not required unless position requires greater access than the standard for the job classification)

<http://fa.oregonstate.edu/budget/core>

_____ Appworx

<http://is.oregonstate.edu/appworx-tutorial>

_____ OSCAR

<http://oscar.oregonstate.edu/>

_____ PeopleAdmin

<https://jobs.oregonstate.edu/hr>

_____ Nolij

<http://is.oregonstate.edu/business-systems/nolij>

_____ Other

General Reminders

_____ Update unit directories*

_____ Add name and contact information to website*

_____ Graduate faculty nomination (if applicable)

<http://gradschool.oregonstate.edu/faculty/membership>

_____ Create supervisory file*

_____ Nameplate for work space*

_____ Obtain and mail five day complimentary OSU parking pass to new employee*

Contact Parking Services at 541-737-2583 or visit 100 Adams Hall

_____ Contact Business Center to set up initial meeting*

_____ Add Employee to Departmental Mailing/Distribution Lists (as applicable)*

_____ Notify Employee of required special attire prior to start date*

_____ Check with Employee regarding ergonomics or other special needs*

<http://oregonstate.edu/ehs/ergonomics>

_____ Verify Employee is aware of Parking Policies at OSU prior to start date*

<http://transportation.oregonstate.edu/parking>

_____ Establish training plan*

_____ Other

Employee's First Day

_____ Instruction on phone, use, and number, provide departmental phone list, discuss preferred method of answering the phone

Google phone make and model

_____ Introduce to email address(es), Outlook, and shared calendar(s)

_____ Obtain keys / tags; complete Key Request Form prior to start date*

<http://facilities.oregonstate.edu/key-shop>

_____ Identify CN / College IT support group

<http://is.oregonstate.edu/accounts-support/cn> OR

<http://oregonstate.edu/helpdocs/e-mail/college-specific-email-accounts>

_____ Other

Unit, Building, Work Space, and Resources Overview

_____ Verify that employee obtained OSU ID Card

<http://fa.oregonstate.edu/business-affairs/idcenter>

_____ Confirm employee to has completed enrollment sign up for benefits (if applicable)

<http://oregonstate.edu/dept/fa/bc/my-bc/unit>

<http://hr.oregonstate.edu/benefits>

_____ Identify delivery location for first paycheck

_____ Confirm Employee met with BC HR or Unit HR Contact for onboarding

<http://oregonstate.edu/campusmap/>

_____ Set up meeting BC Finance & Accounting team if employee will purchase, travel,
have budget authority

<http://oregonstate.edu/fa/bc/my-bc/unit>

_____ Provide dates for OHR New Employee Orientation Sessions

<http://hr.oregonstate.edu/orientation/new-employee-resources>

_____ Provide employee with link to Employee Online Services

<http://main.oregonstate.edu/>

_____ Workers' Comp / requirement for reporting incidents or injuries

<http://hr.oregonstate.edu/benefits/workers-compensation-resources>

_____ Unit/office etiquette, dress code culture, and traditions

_____ Co-worker and department/colleague introductions

_____ Customers introductions

_____ Review structure of unit, provide copy of organizational chart

_____ Location of mailbox / mailroom

_____ Campus & US Mail locations

<http://printmail.oregonstate.edu/mailling-services>

_____ Copiers and copier codes

_____ Location of recycling, composting & trash receptacles

_____ Letter head and correspondence formats (if applicable)

_____ Location of supplies and procedure for ordering supplies

_____ Building orientation, including location of:

<http://oregonstate.edu/campusmap/>

- Fire alarm pulls and fire extinguishers
- Exits and evacuation routes
- Automated external defibrillators (AEDs) and first aid kits
- Evacuation assembly point for department outside of building

_____ Other

Employee Expectations

_____ Review position description

Contact your unit contact or your Business Center HR contact if a copy has not been sent to you.

_____ Discuss departmental expectations and courtesies, supervisor's management style, and performance evaluation form and timeline

_____ Provide letter of expectations (if applicable)

_____ Use of Out of Office assistant when absent, indicate who to contact when unexpectedly absent

_____ Trial Service (Classified Staff)

<http://hr.oregonstate.edu/e-book/your-career-osu>

[SEIU/Oregon Public Employees Union \(SEIU\) Collective Bargaining Agreement](#)

_____ Outline expectations and parameters for time reporting, overtime, and leave usage

<http://mytime.oregonstate.edu/empcenter-training>

_____ Verify that employee holds required certifications (if applicable)

_____ Other

University Policies and Expectations for Review

_____ OSU Policies and Standards

<http://leadership.oregonstate.edu/policies>

_____ OSU Acceptable Use of University Information

<http://fa.oregonstate.edu/gen-manual/acceptable-use-university-information>

_____ OSU Acceptable Use of University Computing Resources

<http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources>

_____ OSU Information Security Policies & Procedures

<http://fa.oregonstate.edu/infosec-manual>

_____ OSU Conflict of Interest

<http://fa.oregonstate.edu/pacs-manual/100-purchasing-and-contract-ethics/104-conflict-interest>, <http://research.oregonstate.edu/coi-0>

_____ Ethics at OSU

<http://hr.oregonstate.edu/manual/ethics>

_____ Provost's Council Ethos

<http://leadership.oregonstate.edu/provost/provosts-council-ethos>

_____ OSU Office of Audit Services

<http://leadership.oregonstate.edu/audit/home>

_____ OSU Fraud, Waste, and Abuse Reporting Policy

<http://secure.ethicspoint.com/domain/media/en/gui/41096/index.html>

_____ OSU No Smoking Policy

<http://studentlife.oregonstate.edu/smokefree>

_____ OSU Procurement and Contracting Ethics

<http://pacs.oregonstate.edu/ethics>

_____ OSU Bullying Policy

<http://oregonstate.edu/ombuds/information-workplace-bullying>

_____ OSU Respectful Workplace Environment

<http://hr.oregonstate.edu/main/documents/respectful-workplace-environment>

_____ Other

Employee Trainings/Certifications

_____ OSU Safety Program & Right to Know

<http://oregonstate.edu/dept/fa/manuals/saf/103>

<http://oregonstate.edu/ehs/sd0001>

_____ New employee in charge of laboratory or field research? Contact OSU
Environmental Health & Safety.

541-737-2273 or ehs@oregonstate.edu

_____ FERPA

<http://oregonstate.edu/registrar/ferpa-training-module>

_____ First Aid & Safety Instructions (if applicable)

<http://oregonstate.edu/recsports/safety-classes>

<http://oregonstate.edu/ehs/safety-instructions>

_____ Motor Pool (if applicable)

<http://transportation.oregonstate.edu/motorpool>

_____ Other Trainings

If checklist is utilized, retain completed checklist in the supervisory file at the departmental level.

Supervisor / Department Guide

Purpose: To assist supervisors/departments in utilizing the New Employee Onboarding Supervisor/Department Checklist. The goal of using the checklist is to ensure new employees receive consistent information regarding university resources, policies and procedures. This guide provides additional/background information about certain items in each section of the Supervisor/Department Checklist.

Phone/Telecom

It currently takes Telecom up to 6 weeks to address a request for a phone installation and/or make changes to an existing phone set up. It is suggested this process begin as early as possible to ensure the new employee has an active phone and phone number on their start date, or soon after their start date. Please visit the link on the checklist for information on how to initiate this process.

Long Distance Calling Code

The request for a long distance calling code can be sent well in advance of the new employee start date. The present turnaround time for requests is 1-2 working days. Please visit the link on the checklist for information on how to initiate this process.

Data Port Setup

It can take up to a couple weeks to have a data port activated and significantly longer when there is a need for a new port installation. It is suggested this process be started as early as possible to ensure the new employee has an active data port for their computer on their first day or soon after their start date. Please visit the link on the checklist for information on how to initiate this process.

Business Cards

It takes approximately two weeks for the completion of a business card order. It is recommended business cards be ordered well in advance so they are available on or before a new employee's start date. Prior to submitting the business card order form, it is suggested that the new employee is contacted regarding how they want their name to appear on the business cards and if they have credentials to include.

Setup Email Address, Shared Network/File Access, and Shared Calendar Access

By arranging these items in advance, it enables a new employee to quickly and easily access their email, shared files or calendars on their first day, empowering them to become familiar with departmental computing and electronic resources.

Computer and Peripherals

The new employee's work station and computer should be set up and operational prior to their start date. These preparations can help make them feel welcome and empowers them to quickly get acquainted with their space and computing resources.

Setup Email Scanning Feature on Departmental Copier

Having this set up ahead of time, makes it possible to quickly and easily cover the topic and

demonstration during the departmental onboarding/tour on or soon after the new employee's first day.

Update Unit Directories

Unit directories include but are not limited to phone lists, building directories, and contact lists for customers.

Create Supervisory File

To begin with, this file can include a copy of the signed letter of offer and the original signed position description. Over time, supervisors can add information regarding performance, professional development, and changes to the position. ***THIS FILE IS CONFIDENTIAL***

Name Plate for Workspace

This is the plate, sign or tag which is hung outside an office or a cubicle identifying the person within. For some departments, an additional personal name badge or tag may be required.

Contact Business Center to Set Up Initial Meeting

An important part of the new employee onboarding process is meeting with the Business Center's Human Resources and Finance & Accounting groups. The two groups will provide an in depth onboarding for new employees, introducing them to the operational structure of OSU. They will also help the new employee complete the required new hire paperwork. To find your BC HR contact, please visit: <http://oregonstate.edu/dept/fa/bc/my-bc/unit>

Add Employee to Departmental Mailing Lists

Adding a new employee to departmental and university distribution lists ensures they receive important mail, OSU messages and emails sent.

Notify Employee of Any Required Special Attire Prior to Start Date

This will enable your new employee to arrive ready to work on their first day. Depending on the type of duties, this can include steel toed boots, long sleeves and pants, closed toed shoes, etc. This can also include specific guidance for a department's dress code.

Check in With Employee Regarding Special Needs/Accommodations

This can include asking the new employee if they have any sensitivities or allergies to fragrances, sensitivities to lights or sounds, needs to sit/stand/move around frequently. Make sure to let them know they do not need to disclose anything they do not feel comfortable disclosing, and that questions are to ensure the workplace is safe, comfortable, and welcoming.

Check In With Employee Regarding Ergonomics

An ergonomic question can include a need a foot rest, desk adjustment, or offer the option to speak with an ergonomist on or soon after their first day of work.

Establish Training Plan

Preparing the plan will help guide the first few days and weeks of the new employee's time at work, helping them focus on training and learning so they can perform their job at OSU. This

also helps the supervisor/department be prepared for the new employee's first day.

Verify that Employee Obtained OSU ID Card

This is an important (and exciting) item for a new employee. The ID card enables the new employee access to deals around Corvallis, participation in the Orange Rewards program, use the library, and provide verification they are allowed to be in a campus building after hours if questioned by OSP or Campus Safety.

Location of First Check

The first paycheck is very important to new employees. It is necessary for you to identify where they can pick up the first paycheck. There are three options for first paycheck delivery: their business center, Central Payroll office in Kerr Admin Building, or to their department via Campus Mail. Ask your business center, if you are not sure, which of these locations the check will be sent. Always let the new employee know where they can pick up their first paycheck or if it will be mailed to the department via Campus Mail.

OHR New Employee Orientation Sessions

Employees receive important information about conditions of employment, safety, mandatory reporting, sexual harassment, and other resources available at OSU. It is important and strongly recommended all new (and current, if they have not attended before) employees attend one of the monthly all-day sessions.

Ensure that Employee Is Aware of MyOSU

Online Services is a powerful tool. Encourage the new employee to login to the portal and explore the resources in Online Services.

Worker's Compensation/Reporting Incidents or Injuries

Discuss how an employee is to report incidents or injuries at OSU. Show the new employee available resources on the Office of Human Resources website. Explain the importance of reporting incidents and injuries in a timely fashion. For more information, visit the link on the checklist and/or contact the HR Office unit which handles Worker's Comp for OSU.

Building Orientation

In order to meet Occupational Safety and Health Administration OSHA requirements, each new employee needs to be made aware of the items on the checklist under Building Orientation. Please make sure to go over these items on their start date or within their first couple days on the job.

Review Position Description

Reviewing the position description ensures the new employee understands the position duties list is complete and accurate, and also ensures the employee is aware of the content of the job.

Discuss Expectations, Supervisor's Management Style, and Performance Evaluation Format

Discussing expectations with a new employee outlines the supervisor or departmental priorities and clarifies work objectives; establishes a basis for fairness and constructive

feedback; helps to eliminate misunderstandings because expectations are agreed on and discussed up front; encourages constructive communication, mutual understanding of what needs doing and how it will be done; empowerment and self-assessment of work completed; and establishes a starting point for coaching, appraisal, and discipline.

Discussing management style ensures the new employee is aware of how their new supervisor manages employees.

Indicate method (electronic EvalS system, paper format) and how often a performance evaluation is conducted. Outline which performance elements are managed by the employee and which elements are handled by the supervisor.

Setting Out of Office when Absent, Who to Contact when Unexpectedly Absent

Identify the department's expectations for preparing for a planned absence and whom to contact when unexpectedly absent.

Trial Service (Classified Staff)

The six-month, "trial service" period is an extension of the selection process. The trial service period gives an employee a chance to demonstrate their skills and abilities. If the trial service performance is determined to be unsatisfactory, an employee may be dismissed at any time during the six-month period.

If performance is satisfactory, a new employee will gain regular employee status at the end of six months.

Time Reporting, Overtime, and Leave Usage

Address the department's expectation for reporting time worked, working overtime and/or requesting to work overtime, and planned and unplanned leave usage.

Certifications (if applicable)

If any certifications were a minimum qualification for the position during recruitment, ensure a departmental representative or the supervisor sees the certification documentation on or before the employee's start date.

University Expectations

Ensure new employees review and understand all University Expectations applicable to their position and to them as an employee.

OSU Safety Program and Right to Know

In order to meet OSHA requirements, each new employee needs to be made aware of the items on the checklist under Building Orientation. Please make sure to go over these items on their start date or within the first couple days of their start date.

New employee in charge of laboratory or field research?

An Environmental Health & Safety (EH&S) representative will meet with the new employee for about 20-30 minutes to discuss regulatory requirements, laws, policies, best practices,

permits, and available resources that are necessary to properly set up a new research program at OSU. All research is governed by OSHA, EPA, NIH, Office of Homeland Security, and other regulatory bodies.

FERPA

If the new employee will interact with students or student data, they are required to take the FERPA training and submit their FERPA training completion certificate to the Office of the Registrar.

OSU FACULTY HANDBOOK

The faculty and administration of Oregon State University jointly accept the responsibility for maintaining an atmosphere in which scholars may freely teach, conduct research, publish, and engage in other scholarly activities. This responsibility includes maintaining the freedom for the examination of controversial issues throughout the University, including classroom discussion when such issues are germane to the subject matter of the course.

The University does not attempt to control the personal opinion, nor the public expression of that opinion, of any member of the faculty or staff of the institution. Indeed, the faculty and administration of Oregon State University feel a responsibility to protect the right of each employee to express his or her personal opinion, but in doing so, employees have an obligation to avoid any action which purports to commit the institution to a position on any issue without appropriate approval.

<http://oregonstate.edu/admin/aa/faculty-handbook-contents>

OSU EVENT CALENDAR (SEE CALENDARS)

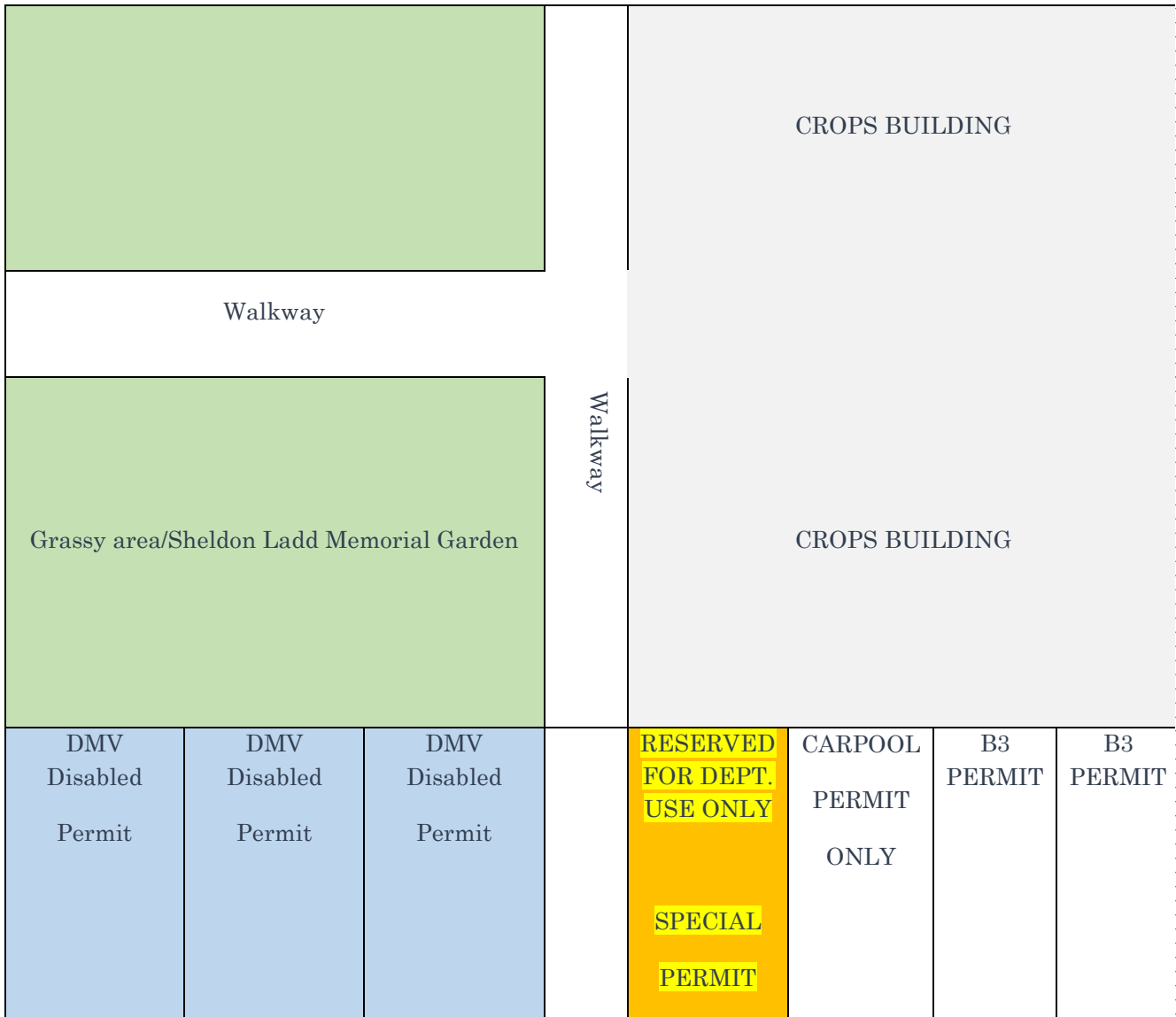
PARKING-UNIVERSITY/DEPARTMENT/LOADING DOCKS

University Parking Information

Department-Reserved Space

CSS has a reserved space on the west side of the Crops Building. To reserve this space for an off-campus faculty member or stakeholder, please contact administrative staff to reserve in the calendar.

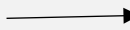
30th Street (one way →)



ENTRANCE TO
PARKING LOT
(from the north
side/Campus
Way)



PARKING LOTS FOR B3 PERMITS



Use should be compliant with Oregon State University Standards 576-030-0020 (16). Reserved parking spaces are for exclusive use by a College, School, Department, or other approved organizations such as businesses or agencies required to park on the Corvallis Campus to facilitate provision of services to be provided to OSU and must be renewed

annually with payment of a fee set forth in OSU's List of Fees and Charges, pursuant to OSU Standard 576- 010-0000. Reserved parking permits may be assigned to individuals based on their position with OSU. A valid reserved parking permit must be properly displayed in Vehicles together with an OSU parking permit that is valid for the parking zone in which the reserved space is located. Requests for reserved parking spaces are reviewed by Parking Services and only granted in rare circumstances as capacity allows.

Loading Docks

(Details coming in next document version)

PAYDAY-DIRECT DEPOSIT/ONLINE EARNINGS STATEMENTS

Direct Deposit Sign-Up

1. Log in at myosu.oregonstate.edu
2. On the "Welcome" tab under "Update Personal Profile" click on "Direct Deposit."
3. Complete the information and click "Next."

Routing number is first set of 9 numbers at the bottom of your check, *account number* is the 9 digit number in the middle of the check preceded by 000, the check number is the last set of number (you will not be asked for the check number)

4. Review the information entered and click "Submit."
5. Agree to the "Direct Deposit Agreement."

Note: It will take 7 days after initial signup until the Direct Deposit will take effect.

Online Earning Statements

1. Go to Employee Online Services
https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin
2. Select "Employee" Tab, then "Pay Information"
3. Choose Online Earning Statements (for Direct Depositors only)

You can sign up for Direct Deposit, access your earning statement or your W-2 at any time using Employee Online Services under the "Employee" menu.

PERIODIC REVIEW OF FACULTY (PROF) TIMELINE/PROCESS

A regular review of faculty can improve the quality of the teaching, research, and service functions of the University. In addition, it will benefit individual faculty members by assuring that they are regularly informed of their status. Such a review shall include input from colleagues and students from the faculty member's own administrative unit as well as from other appropriate units. The written summary of the review shall be provided to the faculty member, and the faculty member shall have ample opportunity to add written rebuttals or explanations. Best practice is to review all faculty every year.

The following guidelines are for the University as a whole. All faculty with an FTE of 0.5 or more shall be reviewed as follows:

Faculty with annual tenure shall be reviewed annually.

Faculty with indefinite tenure shall be reviewed as follows:

Assistant and Associate Professors shall be reviewed *annually during their second through fifth years in rank* at OSU and during any period in which they are reviewed intensively for promotion in rank. *Otherwise, they shall be reviewed at least once every three years.*

Professors and tenured Senior Instructors I and Senior Instructors II shall be reviewed at least *once every three years.*

Faculty with fixed-term Senior Research, Clinical or Practice professorial appointments shall be reviewed *as described for faculty with indefinite tenure.*

Instructors, Faculty Research Assistants, Senior Faculty Research Assistants I, Senior Faculty Research Assistants II, untenured Senior Instructors I, Senior Instructors II, and Research Associates shall be reviewed *annually during their first five years of service; during any period in which they are being reviewed intensively for promotion in rank; and at least once every three years thereafter.*

Professional Faculty shall be *reviewed annually.*

Faculty on multi-year or extended fixed-term appointments shall be *reviewed annually.*

Periodic review is NOT required for the following faculty members on fixed-term appointments:

emeritus appointments; temporary postdoctoral appointments; and visiting appointments for two years or less.

Any faculty member eligible for review is entitled to a review at any time, upon the faculty member's request.

CSS Department process considers the intense review during the year of mid-term and promotion and/or tenure as completion of PROF review

Timeline and Process

Late December/Early January, Department Head sends out forms and instructions for PROF reviews. You are asked to submit the completed form and your updated CV to the Department Head, with a copy to Administrative Manager to store in your faculty profile on the shared drive. If the PROF form and CV are not submitted by the due date (or a later date agreed to by department head for extenuating circumstances), a fair rating is the highest rating a faculty member will receive.

Administrative Manager will start scheduling face-to-face reviews in March. Face-to-face reviews must be completed by the first Friday in June. If not, a fair rating is the most a faculty member can receive. If neither a PROF form nor a face-to-face review are completed the faculty member will receive an unsatisfactory rating.

CSS faculty have a history of doing good service. Remember, at least two service committees (one CSS and one OES or CAS or University) are required of all tenured Professors. Service has broad definitions in a faculty as diverse as CSS, though it should be distinguished from responsibility. For example, active participation in a department committee is considered service. Whereas, attending department seminars or department meetings, while very important to CSS, are responsibilities.

OREGON STATE UNIVERSITY
DEPARTMENT OF CROP AND SOIL SCIENCE
(20 Dec 2016)

CSS PERIODIC REVIEW OF FACULTY Form

Faculty Member:

Evaluation Period: CY2016

Current Rank:

Years in current rank:

Total FTE: FTE Split (%): UG AES CES Other

Number of years in current assignment (if different than current rank):

Position Description Reviewed? Yes No

Position Description Current? Yes No

Was a current full vita available at the time of the review? Yes No

Has the faculty member's personnel page on the departmental web site been updated (or is in the queue with webmaster) with current publications, projects, grads and related professional information?
Yes No

Date of Review

Signature of evaluator

Date

Signature of faculty member

Date

Signature of department head

Date

Signature of evaluator and/or department head indicates concurrence with the review. Signature of faculty member being reviewed indicates they have read the review and discussed it with their evaluator. Space on the last page of the PROF document furnishes the faculty member with an opportunity for written comments, explanation or a rebuttal to written information provided in the PROF. The final, fully signed evaluation form will be placed in the faculty member's personnel file.

PLEASE DELETE THIS PAGE ONCE YOU HAVE PREPARED YOUR PROF

Objective: Constructive feedback is essential to the development of faculty and team productivity and performance. Given recent raise structure at OSU, faculty ratings are also required to demonstrate the meritorious performance required for merit raises.

Instructions:

Faculty members – you are to complete this form by the established due date for a given calendar year. Complete all applicable sections. Cut and paste needed documentation into each section. This is to be a stand alone document when it is completed. **Rate yourself in each category.** The CSS administrator who does your performance evaluation will also rate you based on the information provided and other information available to them. Ratings will be discussed during your evaluation with the intent of reaching a consensus rating. If this is not possible, individual and evaluator ratings will both be shown on the form submitted to the department head. Once a completed form is returned to you by your evaluator, review the form and add any comments you wish then route to the department head.

Evaluator - Using this completed form as a guide, discuss each performance dimension, including the performance indicators listed, the employee's demonstrated skill and ability in that area, and any suggestions for development. After the review, complete the form, sign and route to the faculty member for comment and signature.

Performance Indicators – The performance indicators are presented as progressive levels of achievement - (U= unsatisfactory, F = fair, S = satisfactory, S&P = strong and positive, E = exceptional). Circle the performance indicator that has achieved in this evaluation period. It is acceptable to circle two indicators indicating that performance is rated intermediate. Comments should relate to the performance indicators, identifying specific strengths and areas for improvement. Comments are to be based on the current job description and the faculty member's length of service and rank. Depending on the job description, "not applicable" may be appropriate for some performance dimensions or indicators. *As most CSS faculty have historically fallen within the S&P category, the CSS administrative team will subdivide this category into low, medium and high ratings based on an overall assessment of factor scores and a group discussion of comparative performance among faculty.*

Performance indicator statements are not provided in the rating criteria for fair and unsatisfactory ratings. A fair rating means that the satisfactory standard is met in some areas, but not in others. Performance is not fully satisfactory. Improvement is needed to meet job responsibilities. An unsatisfactory rating indicates that the performance requirements for a satisfactory rating are generally not being met and that performance in a specific area, or overall, is unacceptable. An overall "U" rating means that action must be taken to maintain employment.

1. Classroom &/or Ecampus Teaching Program NA U F S S&P E

Report of Accomplishments for review year:

For each class, print the first page of the electronic SET scores for the class and attach to this PROF. This should include the overall rating and scores for the 12 elements of your rating. Also print and include representative student comments if you think these will be useful as part of your evaluation. PDF files of your SET scores are provided by the University at <http://myosu.oregonstate.edu> – look in the window titled “Faculty Tool Kit.” If SET scores were not available for your class due to low student numbers, so indicate here.

Include summaries of any peer assessments that were done in 2016.

Plan of work for coming year:

Reviewer comments:

2. Research Program NA U F S S&P E

Report of Accomplishments for review year:

Plan of work for coming year:

Reviewer comments:

3. Extension Program NA U F S S&P E

Report of Accomplishments for review year:

Plan of work for coming year:

Reviewer comments:

4. Student thesis advising NA U F S S&P E

Report of Accomplishments for review year:

Plan of work for coming year:

Reviewer comments:

5. *Scholarship*

NA U F S S&P E

Report of Accomplishments for review year. Please specifically identify scholarship that includes student or post doc co-authors. We have to include this information in assessment reports for 2016.

Publications in print/on-line (those with 2016 date; see instructions for details on types):

Refereed journal and books

Reviewed journals and extension publications

Edited reports

Other publications

Patents

Publications in progress (those with future publication dates):

Refereed journal and books

Reviewed journals and extension publications

Edited reports

Other publications

Patents

Plan of work for coming year (list those that are in some state of progress):

Reviewer comments:

6. *Service, Collegiality and Meeting Organizational Needs*

NA U F S S&P E

Report of Accomplishments for review year:

Plan of work for coming year:

Reviewer comments:

7. *Awards and Honors* – list any awards and honors received in 2016.



Performance Evaluation –Faculty

The performance evaluation process is designed to enable the employee and supervisor to engage in frequent, positive and productive communication. The annual performance evaluation is not a substitute for regular, on-going interactions between the employee and supervisor; it is a step in this process.

A primary role of the supervisor in this process is that of mentor. Although the definition of performance management requires a joint effort between supervisor and employee, the leadership role in achieving quality performance is the responsibility of the supervisor.

The supervisor will provide the employee an assessment of his/her performance for each major job responsibility and associated expectations. The assessment will communicate if the employee has met, exceeded, or failed to meet the stated responsibilities and expectations. The supervisor will outline where or how the employee has exceeded expectations. If the employee has not met assigned responsibilities and expectations, the supervisor will provide clear written feedback regarding deficiencies and requirements for improved performance.

Inherent in mentoring employees for quality performance is practicing and instilling appropriate values. The following values should serve as guidelines in the evaluation process.

Values for Quality Performance:

- Quality is foremost in all that we do.
- Flexibility, adaptability and continuous improvement are essential to success.
- Integrity must be expressed in all that we do and say.
- Diversity in the University's culture is critical to success.
- Employee empowerment and recognition of contribution results in superior performance.
- Every employee has a significant role in the achievement of the University's mission.
- We promote a work environment that encourages life-long learning and development.
- Through effective teamwork and/or partnerships, we can accomplish more than on our own.



Annual Performance Evaluation –Faculty

Employee Name _____

Job Title _____ Department/Unit _____

Supervisor Name & Title _____

Review Period: From ____/____/____ To ____/____/____

PART 1. EVALUATION OF MAJOR JOB RESPONSIBILITIES *(please attach last year's goals)*

The major job responsibilities (approximately 3-6) are identified primarily from the essential job functions of the employee's position description. Employee will fill out #1 & #2 of each section. #3 is to be filled out by the employee's supervisor.

A. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

B. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

C. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

D. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

E. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

**PART 2. EVALUATION OF GENERAL EXPECTATIONS - TO BE FILLED OUT BY
EMPLOYEE'S SUPERVISOR**

1. **JOB KNOWLEDGE/TECHNICAL COMPETENCE:** Possesses and demonstrates technical, general or other specific knowledge and skills required to perform job duties and accomplish stated objectives.
2. **QUALITY:** Demonstrates a commitment to providing quality services including assessment and evaluation of services to improve performance. Work performed is of high standards.
3. **WORKING RELATIONSHIPS:** Establishes and maintains cooperative working relationships with co-workers, colleagues and supervisor. Responds actively and effectively to needs of stakeholders. Speaks and acts ethically, fairly and consistently.
4. **LEADERSHIP AND INITIATIVE:** Displays enthusiasm, dedication and interest in duties and responsibilities. Is a self-starter and proactive in approach to job. Demonstrates willingness to work beyond the usual or ordinary requirements of job when needed. Shows initiative and flexibility in meeting challenges. Capable of acting independently when circumstances

warrant. Enables success of others through supervision, mentoring, and other relevant activities.

5. JUDGEMENT: Demonstrates ability to analyze available data or circumstances, consider alternatives, and make well-reasoned, timely decisions that favorably affect performance and organizational goals. Acts reliably and responsibly, keeping supervisor informed and aware of potential issues or areas that need attention.
6. DEVELOPMENT AND SERVICE: Participates in development activities that result in personal growth and improved performance. Participates in and provides leadership in service activities at the unit, university, or professional level.

PART 3. OVERALL SUPERVISOR EVALUATION AND COMMENTS

☐ **Extraordinary** ☐ **Strong and Positive** ☐ **Satisfactory** ☐ **Unsatisfactory**

1. COMMENTS ON HOW EMPLOYEE MET GOALS AND EXPECTATIONS. IDENTIFY AREAS, IN ANY, IN WHICH THE EMPLOYEE DID NOT MEET EXPECTATIONS.

PART 4. GOALS AND FOCUS AREAS FOR NEXT YEAR INCLUDING PROFESSIONAL DEVELOPMENT.

Include plans for improving performance in areas identified in Part 3 in which the employee did not meet expectations.

a. Employee identified:

b. Supervisor identified/concurrence:

PART 5. REVIEW OF POSITION DESCRIPTION

☐ Yes ☐ No Position description has been reviewed with employee; and, if necessary has or will be updated to reflect current job duties.

PART 6. EMPLOYEE'S COMMENTS [OPTIONAL—MAY SUBMIT AS AN ATTACHMENT]

Supervisor Signature Date

Employee Signature Date

Employee's signature indicates that employee has read and reviewed this evaluation with the supervisor. It does not necessarily mean the employee agrees with the evaluation.



Performance Evaluation – Professional Faculty

The performance evaluation process is designed to enable the employee and supervisor to engage in frequent, positive and productive communication. The annual performance evaluation is not a substitute for regular, on-going interactions between the employee and supervisor; it is a step in this process.

A primary role of the supervisor in this process is that of mentor. Although the definition of performance management requires a joint effort between supervisor and employee, the leadership role in achieving quality performance is the responsibility of the supervisor.

The supervisor will provide the employee an assessment of his/her performance for each major job responsibility and associated expectations. The assessment will communicate if the employee has met, exceeded, or failed to meet the stated responsibilities and expectations. The supervisor will outline where or how the employee has exceeded expectations. If the employee has not met assigned responsibilities and expectations, the supervisor will provide clear written feedback regarding deficiencies and requirements for improved performance.

Inherent in mentoring employees for quality performance is practicing and instilling appropriate values. The following values should serve as guidelines in the evaluation process.

Values for Quality Performance:

- Quality is foremost in all that we do.
- Flexibility, adaptability and continuous improvement are essential to success.
- Integrity must be expressed in all that we do and say.
- Diversity in the University's culture is critical to success.
- Employee empowerment and recognition of contribution results in superior performance.
- Every employee has a significant role in the achievement of the University's mission.
- We promote a work environment that encourages life-long learning and development.
- Through effective teamwork and/or partnerships, we can accomplish more than on our own.



Annual Performance Evaluation – Professional Faculty

Employee Name _____

Job Title _____ Department/Unit _____

Supervisor Name & Title _____

Review Period: From ____/____/____ To ____/____/____

PART 1. EVALUATION OF MAJOR JOB RESPONSIBILITIES *(please attach last year's goals)*

The major job responsibilities (approximately 3-6) are identified primarily from the essential job functions of the employee's position description. Employee will fill out #1 & #2 of each section. #3 is to be filled out by the employee's supervisor.

A. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

B. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

C. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

D. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

E. 1. Responsibility and Expectations:

2. Outcomes:

3. Supervisor's evaluation:

**PART 2. EVALUATION OF GENERAL EXPECTATIONS - TO BE FILLED OUT BY
EMPLOYEE'S SUPERVISOR**

1. **JOB KNOWLEDGE/TECHNICAL COMPETENCE:** Possesses and demonstrates technical, general or other specific knowledge and skills required to perform job duties and accomplish stated objectives.
2. **QUALITY:** Demonstrates a commitment to providing quality services including assessment and evaluation of services to improve performance. Work performed is of high standards.
3. **WORKING RELATIONSHIPS:** Establishes and maintains cooperative working relationships with co-workers, colleagues and supervisor. Responds actively and effectively to needs of stakeholders. Speaks and acts ethically, fairly and consistently.
4. **LEADERSHIP AND INITIATIVE:** Displays enthusiasm, dedication and interest in duties and responsibilities. Is a self-starter and proactive in approach to job. Demonstrates willingness to work beyond the usual or ordinary requirements of job when needed. Shows initiative and flexibility in meeting challenges. Capable of acting independently when circumstances

warrant. Enables success of others through supervision, mentoring, and other relevant activities.

5. JUDGEMENT: Demonstrates ability to analyze available data or circumstances, consider alternatives, and make well-reasoned, timely decisions that favorably affect performance and organizational goals. Acts reliably and responsibly, keeping supervisor informed and aware of potential issues or areas that need attention.
6. DEVELOPMENT AND SERVICE: Participates in development activities that result in personal growth and improved performance. Participates in and provides leadership in service activities at the unit, university, or professional level.

PART 3. OVERALL SUPERVISOR EVALUATION AND COMMENTS

☐ **Extraordinary** ☐ **Strong and Positive** ☐ **Satisfactory** ☐ **Unsatisfactory**

1. COMMENTS ON HOW EMPLOYEE MET GOALS AND EXPECTATIONS. IDENTIFY AREAS, IN ANY, IN WHICH THE EMPLOYEE DID NOT MEET EXPECTATIONS.

PART 4. GOALS AND FOCUS AREAS FOR NEXT YEAR INCLUDING PROFESSIONAL DEVELOPMENT.

Include plans for improving performance in areas identified in Part 3 in which the employee did not meet expectations.

a. Employee identified:

b. Supervisor identified/concurrence:

PART 5. REVIEW OF POSITION DESCRIPTION

☐ Yes ☐ No Position description has been reviewed with employee; and, if necessary has or will be updated to reflect current job duties.

PART 6. EMPLOYEE'S COMMENTS [OPTIONAL—MAY SUBMIT AS AN ATTACHMENT]

Supervisor Signature Date

Employee Signature Date

Employee's signature indicates that employee has read and reviewed this evaluation with the supervisor. It does not necessarily mean the employee agrees with the evaluation.

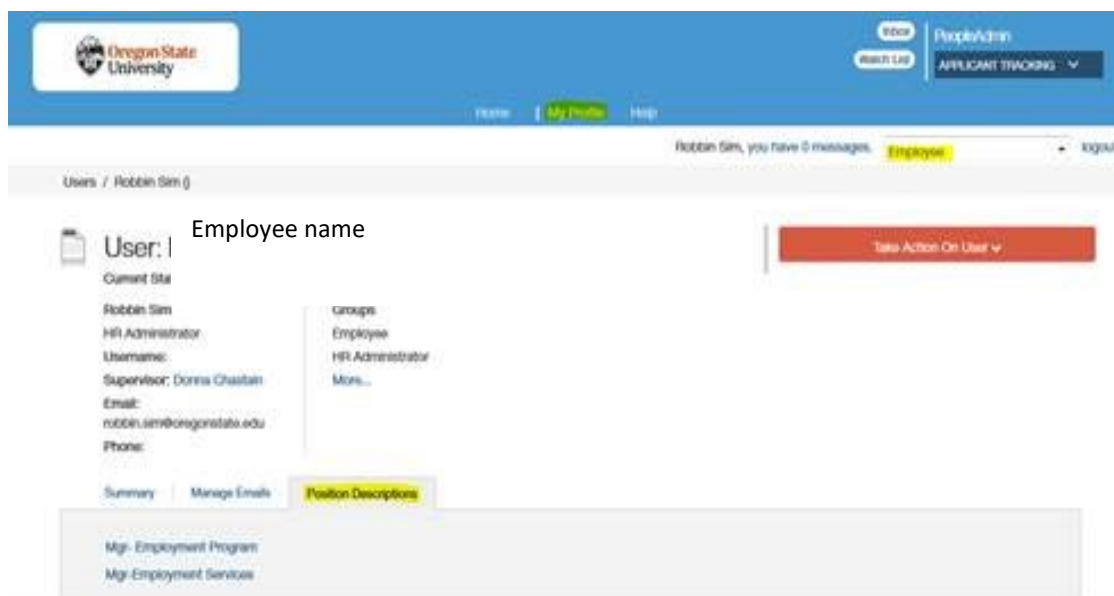
PHILANTHROPY (UNIVERSITY/DEPARTMENT/PROJECT/PERSONAL)

(Details coming in next document version)

POSITION DESCRIPTIONS (PD)

A classified or unclassified employee can login to the [Peopleadmin](#) system using your ONID credentials. Login to the yellow link that says, “Online Recruiting System login-Click Here” and view/print your own position description. This will work if your user account is fully set up and you have a position in the system. If you cannot log in, send an email to employment@oregonstate.edu to let them know you are having trouble logging in so they can troubleshoot your account. If you find that you do not have a position description in the system, please notify Kristin Rifai.

Once in the system, go to the “employee” role, go to “my profile” and “position descriptions” tab to view your PD



PRINTING/MAILING/SHIPPING/FAXING

Printing

The department pays a flat lease cost that provides a limited amount of prints/photocopies per month—1500 B/W prints are included in the lease but NOT color prints. Any B/W prints above the 1500 minimum allowed by the lease are charged at \$0.0205/print; color prints are charged at \$0.123/print (priced as of August 2017).

ALS Building

Faculty have several options for printing in the ALS building. One option is to print their documents directly to the “free” printer—this is the Laserjet 4200, located in ALS 3017. This printer does black and white printing only. A second option is to print to the photocopier (currently the Ricoh Model # MPC 4504); this machine does both B/W and color printing. To be able to print or photocopy, each faculty member must choose a 4-digit passcode to use in the machine—please inform Emmalie of the code you wish to use and to which index you want to charge the photocopies (NOTE: If you teach a class, there might

be a passcode already assigned to use for the class—please contact Emmalie for those codes).

Crops Building

Faculty can print their documents using the photocopiers located on each floor. The 1st floor copier is B&W or color. The 2nd-4th floor copiers only are B&W. To be able to print or photocopy, each faculty member must choose a 4-digit passcode to use in the machine—please inform Emmalie of the code you wish to use and to which index you want to charge the photocopies.

Large Print Jobs

Printing is also available through the Campus Printing Services—please contact them for larger print jobs and/or special brochures, handouts, tests, etc. They can also provide you with an estimate of your job cost but they basically do charge the same amount per copy that the department's photocopier/printer costs plus they will charge you a fee for any Printing Department employee handling of the project.

Mailing/Shipping

ALS Faculty should place any outgoing US Postal Service (USPS) mail and interdepartmental campus mail in the wooden box labeled “campus mail” in ALS 3015.

Crops Faculty should place any outgoing US Postal Service (USPS) mail and interdepartmental campus mail in the silver bucket next to the mail slots in 107. The office staff process this mail at least once daily. Mail should be placed in this box no later than 10:00 am every weekday for processing. The departmental index will cover postage costs on letter-sized (#9 or #10) envelopes for official departmental business only—no personal letters/bills/etc. postage will be covered by the department; please provide your own postage/stamps for those items. Any mailing larger than a standard envelope or needing international postage must include an index for processing through Campus Mailing Services.

For shipments that are in boxes, please allow extra time for processing by the office staff (it's best to get these packages to them by 9:00 am). You can ship these via the USPS or you can also use other courier services (FedEx or UPS) through the processing center. Special circumstances—including shipping hazardous items or dry ice packages—will cause a delay in shipment and the processing center requires a 24-hour processing time—PLAN AHEAD! To ship from the department level, you will need to provide an index number, how you want it shipped (Trackable? Insurance? Next day delivery? etc.), and what's in the package. The office staff can show you the form that we are required to fill out for shipping these packages. If you miss the pick-up time from the ALS building for package shipment, you will have to take your package directly to the Xpress Stop located in the MU or the processing center at Research Way. There is a daily deadline for all shipments—please contact the mailing services people directly to see if you're too late in getting your package picked up from the campus center for that day (541-737-4941).

Mail shuttle services to state offices and some county extension offices are available—please contact the office staff for help or the campus mailing services people directly.

Fax

The department fax machine is in the Crops Building (administration office, Room 109). If you need to receive a fax, make sure your sender knows to put your name on the fax and have them send it to 541-737-1589. The office staff in the Crops Building will notify you of the received fax. We can send it to you via campus mail (that takes about 24 hours) or you can go to Crops 109 and pick up your fax. If you wish to send a fax, there is no charge to do so—however, if you are sending to a long-distance number, you will need to use your long-distance authorization code. The office staff in Crops 109 will be able to assist you with sending the fax.

PROMOTION, TENURE AND CONVERSION TIMELINE/PROCESS/CALENDAR

January 1-5	Department Head's email goes out to faculty with timeline. (Department Head)
Prior to Feb 15	Discuss candidacy with supervisor and schedule appointment with Department Head (by contacting Kristin.rifai@oregonstate.edu) to discuss your forthcoming promotion and/or tenure decision. (Candidate)
Prior to February 20	Candidates with credit or non-credit (Extension) teaching appointments should contact peer review of teaching committee (PTEC) chair. See complete guidelines for Peer Evaluation of Teaching posted on the CSS website under Employee Resources, P & T. (Candidate)
Feb 20	Send an email message to Department Head stating you intend to go through the promotion process, copy Kristin Rifai. (Candidate)
April 1	Candidate compiles teaching dossier for mentoring committee (refer to PTEC guidelines for non-credit/credit teaching) (Candidate) Credit course teaching: Work with the Department Head to develop a list of students for the student evaluation of teaching. Students are selected based on their enrollment in the candidate's course(s), and their history of active participation in the Department, including sum of courses taken in CSS, event attendance, and faculty nomination. Courses selected for review are the assigned, regularly offered course(s). Extra-curricular courses and workshops may be included should they provide illumination on the candidate's dossier **Submit as an excel spreadsheet, last name, first name and email address. (Candidate)
April 15	Student surveys sent out and due back to the Department Head by April 30. (Kristin Rifai)
April 30	PTEC letter due (PTEC Committee) . Candidates with an extension appointment will need to work with the Department Head to develop a list of clientele to survey. For appropriate consideration of stakeholders, we need approximately 15-20 completed clientele surveys. Candidates should work with their immediate supervisor to arrive at a list of up to 20-25 clientele to send survey requests to. Clientele include stakeholders who would have sufficient experience with and knowledge of the candidate. These clientele may include other OSU faculty, commissioners, industry representatives, growers, producers and State and Federal agency personnel. On-campus extension faculty must have county extension faculty with whom they have worked on their survey list. **Submit as an excel spreadsheet, last name, first name, email address, phone number, affiliation, and relationship to candidate (grower, colleague, industry rep., commission, etc.) (Candidate)

May 1	Candidate Statement (CS), Curriculum Vitae (CV), and Position Descriptions (PD) and peer-review of teaching committee letter due to Kristin Rifai in near final form by 5pm. (Candidate)
May 5	CS, CV, PD, and peer teaching letter forwarded to CSS PTC committee for review. (Kristin Rifai)
May 15	Clientele surveys sent out and due back to the Department Head by June 30. (Kristin Rifai)
June 1	CS, CV, PD, and peer teaching letter, examined by CSS PTC Committee and written evaluations forwarded to the Department Head by June 30. (PTC Committee)
June-July	<p>Candidates must confer with the Department Head to establish a list of external peer reviewers and discuss the external review process (contact Kristin Rifai to schedule a meeting with Department Head). Peer reviewers are those professionals who hold a similar position description as the candidate, though of higher rank. Faculty seeking tenure must have peer reviewers who hold tenure who are employed outside of OSU (hence the term—external reviewers). All candidates may choose peer reviewers without restriction to employer, though it is best to choose peers who have affiliation with a like institution.</p> <p>Faculty Research Assistants / Senior Faculty Research Assistants / Instructors / Senior Instructors-Kristin Rifai will provide you with a list of possible campus reviewers. You should choose reviewers from outside of CSS. Most appropriate choices will likely be within the College of Ag (Candidate)</p> <p>Candidates must confer with the Department Head to ensure that their dossier (CS, CV, and PDs) is in order and ready to send to external reviewers. When so, the candidate must sign a form (“certification”) indicating the dossier is ready to send. (Provided by Kristin Rifai) (Candidate)</p>
August 1	<p>Candidates list of external peer reviewers due to the Department Head by 5:00, copy Kristin Rifai **Submit as an excel spreadsheet, last name, first name, address, email address, title/role. (Candidate)</p> <p>Signed Dossier Review Statement Due to Kristin Rifai (Candidate) once received, Candidate Statements, CVs and PDs made available for all faculty to review. Faculty will be asked to provide input to the CSS PTC Committee by noon on September 30 (Kristin Rifai)</p>
August 15	Dossiers sent to external reviewers by Aug 15. External letters will be due back to the Department Head by Sept 30. (Kristin Rifai)
September 15	Form four-person student committee comprised of UG-Soils, UG-Crops, Grad-Soils, Grad-Crops to complete student assessment letter with data from student surveys and candidates Eset scores. Letter due by September 30 (Kristin Rifai)
October 12-14	Completed dossiers [CS, CV, PDs, student committee letter (if applicable), peer teaching committee letter(s) (if applicable), clientele survey summary (if applicable), and external reviewer letters] assembled. (Kristin Rifai)
November 5	Completed dossiers will be reviewed by the CSS PTC Committee and the Committee will submit a letter for each candidate to the Department Head. (PTC Committee) Department Head works with supervisor (if other than Department Head) to submit supervisor letter by agreed upon date (Department Head)

November-last day Department Head submits letter for each candidate for inclusion in dossier.
(Department Head)

December-First Friday Final Dossier submitted to CAS **(Kristin Rifai)**

Mid-December CAS PTC committee requests edits/updates to dossier.

PROPERTY (OSU/CSS/PERSONAL/INVENTORY)

(Details coming in next document version)

PURCHASING REQUEST/TIMELINE

Submit your request for purchase of items less than \$5000 to Emmalie Goodwin, please provide the link to the item, requested by (day/date), index to charge, and if you would like expedited shipping. Emmalie will order within three business days. Once complete, Emmalie will send you a confirmation of your order.

(information on BennyHire coming in next document version)

REIMBURSEMENT TIMELINE/PROCESS

Submit your request for reimbursement to Emmalie Goodwin using the form as provided by Emmalie ensuring you have attached receipts and appropriate documentation. Emmalie will send back to you for signature within 72 hours of submittal. Once you and your faculty member sign, give to Emmalie who will scan your request to the business center and send you a confirmation of submittal.

All reimbursements must be submitted for payment within 60 days of incurring the cost or within 60 days after the conclusion of the travel/field-work during which the expenditure was made and in the appropriate fiscal year.

RETIREMENT TIMELINE/PLANNING PROCESS

Retiring from OSU (<http://hr.oregonstate.edu/benefits/retiring-osu>)

Time Frame	Action
	Review Retirement Eligibility Requirements
6 months to 1 year before	Complete an Online Pension Estimate
6 months to 1 year before	Attend PERS Retirement Workshops <ul style="list-style-type: none">• Retirement Readiness for Tier 1 or 2 members• All About OPSRP Workshop for OPSRP members
6 months to 1 year before	Request a Written Benefit Estimate <ul style="list-style-type: none">• PERS processes based on estimated retirement date
	Read the PERS Pre-Retirement Guide

6 months to 1 year before	Will assist you in understanding the estimate and completing the retirement application.
6 months to 1 year before	<u>Working After Retirement</u> Read the PERS work after retirement limitations
4-6 months before	Request Retirement Packet from PERS at 888.320.7377 or 503.598.7377; or download from PERS website. Watch video on how to complete (https://vimeo.com/155886731).
Within 90-day window of your retirement date	Attend a PERS Retirement Application Assistance Session Not required. If you would like assistance completing the application. Register on PERS website (http://www.oregon.gov/pers).
Within the 90-day window of your retirement date	Tier 1 & Tier 2 members – Determine if it is beneficial to purchase your 6-month “Wait Time” or “Other” purchases (e.g., Forfeited Time). <ul style="list-style-type: none"> • The Written Estimates will include information on purchases. • You may purchase your “Waiting” or “Other” time or both. • If purchasing time, sign and return the letter included in the written estimate along with funds to PERS (send at approximately the same time as your application)
Within 90-day window of your retirement date	Complete & Submit <u>PERS retirement application</u> <ul style="list-style-type: none"> • PERS retirement date will always be the 1st of the month. • PERS will accept up to 90-days before your retirement date. • Must be received by the last working day of the month before your retirement date. Postmarks are not accepted.
At least 2 weeks to 30 days prior to your retirement date	Submit letter of Resignation/Retirement to your Unit/Supervisor/Manager. OSU Retirement Date: Last day of work (Ex: 07/31/2016) PERS Retirement Date: First of the month following your OSU retirement
Final Paycheck	Vacation and Comp Time will be paid out, if applicable. (12-mth Faculty Vacation = 180hrs max; Staff = 250 hours max)
Up to 92 days after you retire	PERS Pension Payments First pension check – Tier 1, Tier 2, and OPSRP

Up to 120 days after you retire	First Distribution from your IAP account
	Voluntary Retirement Savings Distributions
	Work directly with your provider – Fidelity, TIAA, Oregon Savings Growth
	Stay Connected to OSU

URLS for Referenced Documents

PERS website: <http://www.oregon.gov/pers>

Retiring from OSU Website: <http://hr.oregonstate.edu/benefits/current-employees/retiring-osu>

OSU Workshops & Events: <http://hr.oregonstate.edu/benefits/current-employees/workshops-and-events>

Retirement Eligibility (PERS, ORP, Disability), OSU website:
<http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/retirement-process#eligibility>

PERS Workshops:
http://www.oregon.gov/pers/mem/Pages/section/education_sessions/2016index.aspx

PERS Request Written Benefit Estimate:
http://www.oregon.gov/pers/mem/pages/section/general_information/benefit_estimate_requests.aspx

PERS Video on completing Tier 1/Tier 2 Application: <https://vimeo.com/155886731>

PERS Tier 1/Tier 2 Retirement Forms & Information:
http://www.oregon.gov/pers/mem/pages/section/form/tier_retire.aspx

Working After Retirement PERS & ORP (OSU Website) – links to PERS information:
<http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/working-after-retirement>

TDI (403b) & Oregon Savings Growth Plan (457b) contacts/distributions:
<http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/retirement-process#tdi>

Emeritus Appointments: <http://hr.oregonstate.edu/manual/emeritus-appointments>

Tenure Relinquishment Agreement: <http://hr.oregonstate.edu/manual/tenure-relinquishment>

Staying Connected to OSU: <http://hr.oregonstate.edu/benefits/leaving-osu-service/retirement-resources/staying-connected-osu>

ROOM ASSIGNMENTS & SPACE ALLOCATIONS

Contact Andrew Hulting to request a room assignment for the Crops Building.

Contact David Myrold to request a room assignment in the ALS Building.

SABBATICAL TIMELINE/PROCESS

Purpose of Sabbatical Leave

Research, writing, advanced study, travel for observation and study of conditions in our own or in other countries affecting the applicant's field or related scholarly or professional activities.

Eligibility for Sabbatical Leave

- 0.50 FTE or greater; and
- Tenured; and
- Rank of Senior Instructor, Assistant Professor, Associate Professor, Professor, Research Associate or Senior Research Associate. Prior service at the ranks of Instructor, Lecturer or Research Assistant may be considered.
- Length of Service Requirement:

1(a). 9-Month Employee: Continuously appointed without interruption by a sabbatical leave for 18 academic quarters (excluding Summer Session); or

1(b). 12-Month Employee: 72 months; or

2. Combined Term of Service: An accumulated equivalent of 6.0 FTE years over an indefinite period of 9-month or 12-month appointments uninterrupted by a sabbatical leave.

- FTE Less Than 0.50 or Leave Without Pay - A series of appointments shall be considered continuous whether or not interrupted by one or more authorized leaves of absence other than a sabbatical leave. A one-year period of appointment at less than 0.50 FTE will count as a period of accumulated service for purposes of the time requirement for sabbatical eligibility.

Sabbatical Leave Delay

Sabbatical leave may be delayed up to two years at the discretion of the Provost. Refer to OSU standards for details.

Military Leave From OSU

Military leave from OSU is considered as institutional service.

Salary

- The academic faculty member's annual rate is multiplied by the average FTE at which the faculty member was appointed during the 6.0 FTE years immediately prior to the sabbatical leave for an employee qualifying under 1(a) or 1(b) above; or

- Salary shall be determined using the annual rate in effect at the time the leave begins for an employee qualifying under item 2 above.
- The academic faculty member remains eligible for university-wide salary increases while on sabbatical leave.

Approval and Revisions of Sabbatical Leave

- A sabbatical leave shall be granted only if approved by the Provost or the Provost's designee, acting on behalf of the President.
- When signed by all parties, the Application for Contract and Sabbatical Leave becomes a binding contract. Revision of the sabbatical leave program or other terms and conditions of the agreement must be approved by all parties to the original agreement (*refer to **Procedures** below*).

Sabbatical Leave Report

At the end of the sabbatical leave, the faculty member shall submit a report of the accomplishments and benefits resulting from the leave, filing copies with the Department Head, the Dean, and the Provost.

Obligation to Return

Each academic faculty member shall sign an agreement to return to the institution for a period of at least one year's service on completion of the sabbatical leave. If an academic faculty member fails to fulfill this obligation, the academic faculty member shall repay the full salary paid during the sabbatical leave plus the health care and retirement contribution paid by the institution on behalf of the academic faculty member during the leave. This amount is due and payable within three months following the date designated in the sabbatical agreement for the faculty member to return to the institution.

Length of Leave for Eligible Academic Year (9-Month) Faculty Member

- One academic year (three terms) on 60 percent of salary; or
- Two-thirds of an academic year (two terms) on 75 percent of salary; or
- One-third of an academic year (one term) on 85 percent of salary.

Length of Leave for Fiscal Year (12-Month) Faculty Member

- One year (12 months) on 60 percent of salary; or
- Two-thirds of a year (eight months) on 75 percent of salary; or
- One-third of a year (four months) on 85 percent of salary.

Cost of Sabbatical Leave

The cost for a sabbatical leave shall be funded by the unit paying the faculty member's salary.

Supplementing of Sabbatical Income

Faculty members may supplement their sabbatical salaries to a reasonable degree, provided that such supplementation strictly conforms to the stated and approved purposes of the sabbatical leave (*see **Other Information** below for limitations*).

Application Procedure

1. Obtain a set of Application and Contract for Sabbatical Leave forms. Applications may be obtained through OSCAR at <https://oscar.oregonstate.edu> , go to the Employee Access section and complete the Application for Contract for Sabbatical Leave.
2. Submit three original applications (two-sided contract) on pink paper to the Office of Human Resources at least one month prior to leave begin date. Note: Please check to see if your College has specific guidelines for submission dates.
3. The Office of Human Resources will verify eligibility, employment periods, salary, and other necessary data prior to forwarding the application to Academic Affairs.
4. Academic Affairs will review/approve sabbatical application and return it to the Office of Human Resources.
5. Human Resources:
 - Sends copies to the Dean's Office, the employee and the Department;
 - Sends copy to the employee's Business Center with a cover memorandum authorizing submission of Leave Form;
 - Files a copy in the employee's permanent personnel file.

Sabbatical Amendments

When signed by all parties, the Application for Contract and Sabbatical Leave becomes a binding contract. Amendments must be initialed by all signatories. Procedures to amend the contract are as follows:

1. Retrieve employee, deans and department copy of application.
2. Write in red in the upper right hand corner:
 - REVISED – DATE CHANGE ONLY; or
 - REVISED – DATE CHANGE and PERCENTAGE OF PAY CHANGE ONLY.
3. Send through original signatories for their initials.
4. Forward to Office of Human Resources.

Sabbatical Cancellations

Cancellation of leave should be made by letter and routed through original signatories for their approval.

Other Information

- Supplementation of sabbatical leave paid from grants and contracts must be set up as a secondary job and approved by the sponsoring agency. Route the Job Form through the Office of Post Award Administration for approval.
- The application should state the purpose of the leave in detail. If necessary, attach a more detailed description. Three copies of the detailed description should be attached to each of the three application copies.

- Attach one copy of an up-to-date vita for the faculty member.
- All three copies of the application (two-sided on pink paper) are to have original signatures.
- In January, a letter will be sent to those employees who were on sabbatical the previous calendar year. This letter certifies the dates the employee was on leave and can be used for tax deductions (check with your accountant).

SAFETY & EMERGENCY PREPAREDNESS

Oregon State University Emergency Management: <http://emergency.oregonstate.edu/>

Fieldwork Safety

HJ Andrews research forest offers an annual Safety Day training for anyone who is new to field work or would like a refresher on sound field safety procedures. Please contact Forest Director, Mark.schulze@oregonstate.edu for questions.

<https://andrewsforest.oregonstate.edu/research/guidelines/procedures>

Farm Safety

Speak with your supervisor for additional training as required for your job description.

Farm safety training information: <https://agsci.oregonstate.edu/corvallis-farm-unit/training/farm-safety-training>

Greenhouse Safety

Speak with your supervisor for additional training as required for your job description. If training is required for further information contact

<https://agsci.oregonstate.edu/greenhouse/greenhouse-operations>

Lab Safety

The department coordinates an annual lab safety training in conjunction with new graduate orientation day every September. You may also take the online training and quiz here: http://ehs.oregonstate.edu/training/lab_safety_training

This training is required if you will be working in a lab. Please notify the department lab safety coordinator when you have completed the training and passed the quiz.

Departmental Safety

The department has purchased and installed AED (Automatic Electronic Defibrillators) in the following locations:

1. 3rd floor ALS-just outside the administrative office
2. Crops-basement copy room (030)
3. Crops-just outside of the Crops 138 classroom (behind the vending machine)

The Crops & ALS Building emergency preparedness committee members have been trained in building emergency evacuation procedures. We anticipate and request full participation by all building occupants in the annual fire drill in order to train new building occupants and refresh/refine our procedures.

SCENTS

Please be aware that there might be those around you who are highly-sensitive and/or allergic to certain fragrances that you might choose to wear. We ask that you be considerate and refrain from wearing these fragrances, especially when working in close quarters. Sensitivities can be triggered by fragrances not only in perfumes and aftershave lotions but also in deodorants and shampoos.

SCHOLARSHIP AWARD PROCESS

A single scholarship application is used for both college and departmental scholarship using the OSU ScholarDollars system ensuring that our students have been considered for both groups. In the deliberations, the advisor and teaching faculty may provide essential background information on the candidates for awards and scholarships beyond the written material associated with the application. Students and faculty are urged to explore scholarship applications in early fall. Note that College and Departmental applications are due mid fall term, and deadlines may vary from other scholarship opportunities. Award ceremony is mandatory for recipients.

SERVICE ANIMALS

In compliance with applicable law, OSU generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. (For policies regarding assistance animals – including emotional support animals - that do not meet the definition of a "service animal," [please see the OSU Policy on Assistance Animals.](#)) OSU may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. OSU will make those determinations on a case-by-case basis.

SIGNATURE AUTHORITY

HR Documents

Associate Department Head, Director-Seed Services and Administrative Manager have signatory authority in the absence of Department Head for all routine documents associated with department operations. Documents not considered routine would be grants requiring departmental matching funds, purchases or other funding commitments over \$5,000 using departmental funds and personnel actions funded on departmental funds other than those for undergraduate students, temporary employees, and short-term employees such as instructors hired to teach specific classes or in specific terms. Personnel actions funded by grants and contracts may also be authorized by these individuals.

Finance Documents

Associate Department Head and Director-Seed Services have signatory authority on all routine finance and accounting documents associated with department operations. Documents not considered routine would be grants requiring departmental matching funds, purchases or funding commitments over \$5,000 using departmental funds.

SIGNATURE REQUEST-DEPARTMENT HEAD

Please send your document and request for signature to Administrative Manager who will obtain Department Head signature and send you an email when your document is ready for pick up.

STORAGE

(Details coming in next document version)

STRATEGIC PLAN

(Details coming in next document version)

STUDENT CLUBS

Creating or Joining a Club

Information regarding the process of creating or joining a club at Oregon State can be found here: <http://sli.oregonstate.edu/orgs/findanorg>.

Duties of Faculty Advisors to Sponsored Student Organizations

Facilitator Model of Relationship

Oregon State University recognizes that sponsored student organizations are inherently linked to the University because of their role in enhancing education, representing OSU and/or presenting events that are considered an integral part of the institution. In order to best support the learning of student leaders in our community, we have adopted a philosophical approach of partnership and collaboration with individual students and student organizations as “facilitators” in the involvement experience. As “facilitators,” advisors work with administrators, faculty and staff to support student organization members and leaders in making intelligent, fair and reasonable choices within the boundaries established by state, federal and local laws, university rules/policy, and the mission of the sponsoring unit. At Oregon State University, the Faculty Advisor serves as the primary “facilitator” to Sponsored Student Organizations.

Faculty Advisor Model of Relationship

Role of the Faculty Advisor

The OSU Student Organization Recognition Policy (SOR) defines a Faculty Advisor as “faculty, staff or personnel responsible for maintaining relationship with a sponsored student organization that allows for education and development as well as administration of data collection and University policies, procedures and guidelines.”

A Sponsoring Unit must provide a faculty advisor who shall be the primary liaison between the Sponsoring Unit/University and the Sponsored Student Organization (SSO). Under the tenets of the Facilitator University Model, the faculty advisor is much more than just a signature at the bottom of a piece of paper. Rather, the faculty advisor works collaboratively with students, sharing responsibility for the development, practices and outcomes of Sponsored Student Organization and its events.

Responsibilities of Faculty Advisor

As constituents of a Facilitator University, the faculty advisor works collaboratively and proactively with students, sharing responsibility for the organization and its events. Faculty advisors support, guide and partner with student organization leaders to ensure, fair, intelligent and reasonable decisions and actions. Specifically, it is expected that the faculty advisor:

- Serve as the primary link between the sponsoring unit and student organization in order to support the success of the sponsorship relationship as outlined in the sponsorship agreement.
- Be a facilitator and a resource for student leaders in the interpretation of and compliance with University policies & procedures.
- Be a role model, demonstrating professional, ethical and positive behavior.
- Annually review the student organization's governing documents (constitution & bylaws) and/or guiding policies to ensure accountability by the student organization.
- Annually review risk assessment of student organization and work with the Office of Risk Management to identify and then mitigate any issues of concern.
- Partner with student leaders planning and executing organization events & activities, including travel.
- Support student organization leaders with the timely reporting of organization events & activities to allow for visibility, risk assessment & insurance considerations.
- Maintain awareness of student organization expenditures, ensuring that University funds are expended appropriately.
- Engage with the student organizations solicitation for sponsorship or donation to ensure all University, OSU Foundation, State, Federal and IRS policies and regulations are complied with.
- Facilitate the advancement of contracts and purchases through appropriate unit financial processes, business center and/or University Procurement & Contract Services.
- Ensure appropriate use of the University name and trademarks in conjunction with the student organization and its activities.
- Promote co-curricular learning through organizational development, events & activities planning, and interpersonal relationships.
- Act as a resource to the campus for communication and issues related to the student organization.

The Department Head, faculty advisor and student organization leaders should discuss any additional roles or responsibilities of the advisor in supporting the student organization. The key point is to work in partnership (advisors & student leaders to encourage organization success and rewarding experiences).

If you have questions, comments or concerns, please contact the Student Events & Activities Center.

STUDENT POSITIONS-(SEE EMPLOYMENT-RECRUITING/HIRING PROCESS FOR TENURE-TRACK, FIXED TERM, CLASSIFIED, TEMPORARY, STUDENT POSITIONS)

Tools for Supervisors <http://hr.oregonstate.edu/student-employment-program/tools-employers-supervisor>

Student payroll <http://mytime.oregonstate.edu/empcenter-training/student-temps-hourly>

EmpCenter-(Electronic Timesheet) User Guide
<http://mytime.oregonstate.edu/sites/default/files/empcenter-userguide-st.pdf>

SURPLUS/RECYCLING/REFUSE

Surplus

All OSU-owned property must go through Surplus Property to be disposed. Learn about the sales fee and how much money will be returned to the department on the [fees page](#). Departments are credited their portion of the sales once a month. Any equipment on inventory will remain on a department's inventory until sold or otherwise disposed of. If an active inventory item is sold to another department, the Fixed Assets department will transfer the active number to the buying department. If the active inventory item is sold to the general public, the Fixed Assets department will remove it from OSU inventory.

All computers, monitors and TVs must be disposed of through Surplus Property, regardless of condition. These items cannot be thrown away in the trash in accordance with Oregon law. [Read more about OSU electronics disposal here](#).

Each department must fill out a surplus pick-up request (SPR) form online. This form must be filled out whether you need Surplus to pick up items OR if your department will be dropping items off.

All OSU inventory stickers on items must be noted on the SPR form. The form is audited against the inventory records to confirm ownership and eligibility for sale. Pick-ups are made as soon as possible, based on the current workload and available storage space. **This process normally takes an average of 10 working days.**

Please **do NOT place surplus items in hallways**, as it is a violation of the Oregon Fire Code (Section 1030, 2010 Edition) to place material in an exit hallway or corridor. Civil penalties may be issued for such offenses.

Recycling

Campus Recycling offers the following services; click each to learn more.

- Use their [Service Request Form](#) for:
 - Emptying bins
 - Requesting new bins
 - Requesting large bins for clean-out projects
 - Picking up special materials
 - Use their [Event Recycling Form](#) for requesting recycling/compost bins at your event
 - Read the 2017 [OSU Compost Policy](#)
 - Learn more about [Department Composting](#)
 - Learn more about [Confidential Materials Destruction](#)
 - Learn more about [Trash Disposal](#)
 - Learn more about the "[All in the Hall](#)" classroom building recycling program
- Additional details about services can also be found on their [FAQ page](#).

Refuse (Trash Disposal)

Much of the solid waste generated at OSU is recyclable and should be placed in proper receptacles. This includes specific [Containers](#) and all [Paper](#), [Cardboard](#) and [Special Recyclables](#).

While we focus on waste reduction, particularly reuse and recycling, there will always be some items that must be sent to the landfill as trash.

Exterior dumpsters are serviced by Campus Recycling on a weekly basis. Pick-up times vary; view the [schedule](#) to see when your building is serviced. Note that we do not service trash containers inside of buildings, which are handled by [Facilities Services](#).

[Service fees](#) may apply.

Not Accepted in the Trash

Along with recyclable items, there are other materials that cannot be placed in the trash. This includes:

Any property owned by the university; departments must go through [Surplus Property](#) to dispose any OSU owned property and equipment.

Material that is considered hazardous by Coffin Butte Landfill or Environmental Health and Safety. [Contact EHS](#) for proper disposal. Examples include:

- Fluorescent or HID tubes
- Any Flammable, corrosive, or reactive wastes
- Free liquid (more than 25 gallons per load)
- Whole tires
- Electrical switches containing arsenic, barium, cadmium, chromium, lead, mercury, selenium, or silver
- All medical, biological, pathological, and pharmaceutical wastes and sharps
- Petroleum contaminated material including soil, asphalt, concrete, and wood waste
- Toxic wastes (by TCLP test)

- Used motor oil
- Large metal-jacketed appliances
- Electrical transformers, ballasts capacitors, or pumps containing PCB liquids
- Enclosed containers that have not been triple-rinsed, crushed, or cut open
- Asbestos (without prior approval and appointment)

Questions about odd or unusual items? Please [contact campus recycling](#).

TELECOMMUNICATIONS

Department Telephone Coordinator is Emmalie.Goodwin@oregonstate.edu

Department Teleconference Reservation

Please contact administrative staff to check availability and reserve the departmental teleconference line. At the time of reservation, we will send you the instructions for starting the phone call and the call-in number for your attendees.

Telecommunication Services, also known as Telecom, provides telephones, telephone services, and network data connections to the OSU Corvallis campus, OSU-Cascades and regional Extension service offices.

- [Request Phone/Network Service or Repair](#)
- [Information about Telephone and Voice Services](#)
- [Telecommuting Policy and Agreement Form](#) (on Human Resources site)

Telecom works closely with Network Engineering to provide [In-Building network services](#) and with the [Residential Computer Network](#) for the Residence Halls.

Telecom service and support hours are 8:00AM to 5:00PM Pacific Time, Monday through Friday.

TEMPORARY POSITIONS (SEE-EMPLOYMENT-RECRUITING/HIRING PROCESS FOR TENURE-TRACK, FIXED TERM, CLASSIFIED, TEMPORARY, STUDENT POSITIONS)

TENURE-TRACK FACULTY POSITIONS (SEE-EMPLOYMENT-RECRUITING/HIRING PROCESS FOR TENURE-TRACK, FIXED TERM, CLASSIFIED, TEMPORARY, STUDENT POSITIONS)

TIMESHEET (EMPCENTER)

The OSU electric timekeeping system, EmpCenter is accessible through this link <http://mytime.oregonstate.edu/>

All employees must submit a timesheet on a monthly basis even if you have no hours or leave to report. By submitting a blank timesheet, you are verifying that you have no hours/leave to report. Hourly employees and student workers submit mid-month. All other employees at the end of each month.

Look for training and guidance on timesheet submittal here:
<http://mytime.oregonstate.edu/empcenter-training>

TRAVEL-AUTHORIZATION/INTERNATIONAL TRAVEL/REIMBURSEMENT

Authorization

Before you travel, send a request for approval to Department Head using the following format (copy Emmalie Goodwin, Administrative Manager). **Please note:** international travel requires the dean's signature. Department Head will forward your request for international travel to the dean's office for approval. Due to varied schedules and availability of approvers, please make this request well before your deadline to purchase travel (suggest a minimum of 24 hours for each person who has to work on this transaction e.g. Department Head, Dean, Emmalie, Travel Agent ~4 days)

Department Head will respond to your email request with "Approved" or "Authorized" in the subject line, with no additional comment inside of the body of the email.

Subject line: Pre-Approval for Travel

Traveler's name

Destination

Date of departure

Date of return

Index (*be specific*)

Activity code (*if applicable*)

Reason for travel

Estimated cost of trip, include:

Transportation

Registration fees

Meals

Lodging

Other

Total

International Travel

Oregon State University is committed to providing its faculty, staff and students with access to global opportunities and experiences that promote expanded research opportunities, student success, global understanding and engagement, and safe travel associated with university activities.

International travel and exchanges serve the university's land grant mission to teach, pursue research, and engage in outreach and engagement to promote economic, social, cultural and environmental progress for the people of Oregon, the nation and the world.

To ensure that all OSU units follow consistent procedures associated with university-sponsored international travel, the university has enacted a new [international travel policy](#) that is now in effect and will provide travelers with many benefits. This policy requires faculty, staff, students and others traveling internationally on behalf of the university to enter their itineraries in OSU's [International Travel Registry](#) prior to departure.

The registry benefits OSU's international travelers in many ways, including:

- Enrollment in international travel insurance, which includes medical care and evacuation or security assistance, if needed;
- 24/7 support from OSU's international health and safety coordinator;
- Optional pre-departure, travel location-specific orientations;
- Secure storage of passport copies and emergency contact information; and
- Ability for the university to provide incident assistance and support communication with family members and others in the event of unforeseen incidents.

If you have questions about this process or registry, please contact Kendra Sharp, senior advisor to the provost for international affairs, or Samuel Gras, university international health and safety coordinator by e-mail or phone at 541-737-6433 or 541-737-6493, respectively.

Reimbursement

To reduce redundancy of effort, we encourage the use of the travel reimbursement entry system (TRES) for all interested faculty and graduate students; anybody who would submit for travel reimbursements.

If you are a traveler entering travel for yourself, you can go through the training to learn more about using TRES.

This training consists of an online course, guide, and test:

- The online course gives hands on practice in entering a travel reimbursement as a traveler, travel coordinator, or a travel administrator.
- The guide contains step-by-step instructions for entering travel reimbursements in TRES as well as links to relevant policies.
- The test is designed to ensure proficiency in entering travel reimbursements as well as finding and applying travel policy.

[Banner FIS TRES Training](#)

Documents:

[TRES User Guide](#)

[TRES Training Practice Instructions](#)

****Please note, if you submit using TRES, you must send an email to**

Emmalie.Goodwin@oregonstate.edu to notify her there is a request in the system.

You may also opt to send your travel reimbursement information to

Emmalie.Goodwin@oregonstate.edu, who will then input the information to TRES for you.

All reimbursements must be submitted for payment within 60 days of incurring the cost or within 60 days after the conclusion of the travel/field-work during which the expenditure was made and in the appropriate fiscal year.

Travel is from the time you leave Corvallis until the time you return to Corvallis. Please list time that you left and time that you returned to Corvallis (this determines which meals you are allowed). For each day, list the City and State in which you lodged. Per diem is

based on that city for each day.

Items below must be included (if applicable) before processing can begin:

- ☐ Name
- ☐ ID Number
- ☐ Detailed purpose of trip
- ☐ Index number to charge travel to
- ☐ Indicate how you traveled and with whom (if applicable)
- ☐ Indicate if you had a meeting registration and how it was paid.
- ☐ Authorization from department head to travel attached (if out of state or out of country)
- ☐ Attach lodging receipts (if room charges are split please include name of person you split the charges with).
- ☐ Airfare receipts if paid personally. If you combined personal vacation with a work trip you must provide a comparable quote for airfare from the travel agent for the cost of flying only for the work trip.
- ☐ Attach meeting agendas (for meetings that have agendas). If no agenda then state that there was no formal agenda for that meeting.
- ☐ Did you attend a conference?
 - Attach conference agenda.
 - If you left early or stayed late after a conference, meeting or workshop, please indicate reason and/or if personal time was used. All time from the time you leave Corvallis until the time you return to Corvallis needs to be documented.
 - If conference provided meals those meals may not be claimed on reimbursement. If meals were provided and you did not participate indicate reason.
 - Lodging receipts attached. If lodging is over per diem it will be covered if at the conference hotel or one of the conference recommended hotels.
 - Did you pay for the meeting registration? If so, attach receipt showing proof that it was paid by you (i.e. with your last 4 digits of your card on it, etc.)
- ☐ Attach any other receipts:
 - Shuttle/Mass Transit/Taxi, etc. over \$75.00 (tips are not reimbursable, only fare)
 - Parking receipts over \$25.00
 - Rental vehicle gas receipts

- Rental vehicle receipts
- Meals hosted (meals, tips and beverages are to be itemized separately on receipt – NO ALCOHOL – tear tag showing only total charge is inadequate. If itemized receipt not available, claimant must attach and sign a written statement specifying expense details. A list of those attending, who they are, and the reason for hosting must also be attached.)
- Miscellaneous expenses
- Baggage receipts

☐ International Travel?

- Attach pre-approval to travel out of country.
- Receipts may be in US Dollars or foreign currency. OANDA website will be used for currency conversions. If you have bank statements with actual amounts paid those can also be used for conversions.

T# _____

TRAVEL REIMBURSEMENT WORKSHEET

Dept. of Crop & Soil Science

Name: _____ University ID Number: _____

Index to Charge: _____ Date Submitted: _____

Purpose of Trip:

(Please circle)

How did you travel? Project vehicle - Motor pool vehicle - Personal vehicle - Rental car - Airline

Alone - Carpool (with whom?)

Meeting Registration? Y - N Prepaid by dept. - Paid by traveler

Lodging? Y - N Alone - Shared Room (with whom?) _____

If no lodging claimed indicate why:

[illegible]

Attach receipts as appropriate.

See back page for documentation needed and attach with worksheet.

TRAVEL REIMBURSEMENT CHECKLIST

Please fill out front page completely.

Travel is from the time you leave Corvallis until the time you return to Corvallis. Please list time that you left and time that you returned to Corvallis (this determines which meals you are allowed). For each day list the City and State you lodged in. Per diem is based on that city for each day.

Items below must be included (if applicable) before processing can begin:

- ☐ Name
- ☐ ID Number
- ☐ Detailed purpose of trip
- ☐ Index number to charge travel to
- ☐ Indicate how you traveled and with whom (if applicable)
- ☐ Indicate if you had a meeting registration and how it was paid.
- ☐ Authorization from department head to travel attached (if out of state or out of country)
- ☐ Attach lodging receipts (if room charges are split please include name of person you split the charges with).
- ☐ Airfare receipts if paid personally. If you combined personal vacation with a work trip you must provide a comparable quote for airfare from the travel agent for the cost of flying only for the work trip.
- ☐ Attach meeting agendas (for meetings that have agendas). If no agenda then state that there was no formal agenda for that meeting.
- ☐ Did you attend a conference?
 - o Attach conference agenda.
 - o If you left early or stayed late after a conference, meeting or workshop, please indicate reason and/or if personal time was used. All time from the time you leave Corvallis until the time you return to Corvallis needs to be documented.
 - o If conference provided meals those meals may not be claimed on reimbursement. If meals were provided and you did not participate indicate reason.
 - o Lodging receipts attached. If lodging is over per diem it will be covered if at the conference hotel or one of the conference recommended hotels.
 - o Did you pay for the meeting registration? If so, attach receipt showing proof that it was paid by you (i.e. with your last 4 digits of your card on it, etc.)
- ☐ Attach any other receipts:
 - o Shuttle/Mass Transit/Taxi, etc. over \$75.00 (tips are not reimbursable, only fare)
 - o Parking receipts over \$25.00
 - o Rental vehicle gas receipts
 - o Rental vehicle receipts
 - o Meals hosted (meals, tips and beverages are to be itemized separately on receipt – NO ALCOHOL – tear tag showing only total charge is inadequate. If itemized receipt not available, claimant must attach and sign a written statement specifying expense details. A list of those attending, who they are, and the reason for hosting must also be attached.)
 - o Miscellaneous expenses
 - o Baggage receipts
- ☐ International Travel?
 - o Attach pre-approval to travel out of country.
 - o Receipts may be in US Dollars or foreign currency. OANDA website will be used for currency conversions. If you have bank statements with actual amounts paid those can also be used for conversions.

VISA & IMMIGRATION

The Office of International Services (OIS) is the central campus resource for advising international scholars & faculty on visa and immigration issues. This section contains information for international scholars and faculty on immigration rules, regulations, and processes.

Standard Visa Processing Cost Break down:

Greyed out items are not the responsibility of the department/employer to pay (per the Dept. of Labor), but may be of interest.

Please note: USCIS fees are subject to change. Most up-to-date fees can be found here:

<https://www.uscis.gov/forms/our-fees>

	H-1B initial or transfer	H-1B extension	J-1 initial or transfer	J-1 extension
OIS Processing Fee	\$750	\$750	\$325	\$325
USCIS Form I-129 filing fee	\$460	\$460	n/a	n/a
DHS Anti-Fraud Fee	\$500	n/a	n/a	n/a
USCIS Form I-907 Premium Processing fee (sometimes needed for quick turn-around)	\$1,225	\$1,225 (<i>only required when employee has pressing international travel plans</i>)	n/a	n/a
Form I-901 SEVIS Fee	n/a	n/a	\$190	\$190
Form I-160 non-immigrant Visa Application Fee	\$160 (does not apply for Canadian citizens, who are exempt from the visa stamping requirement)	\$160 (does not apply for Canadian citizens, who are exempt from the visa stamping requirement)	\$160 (does not apply for Canadian citizens, who are exempt from the visa stamping requirement)	\$160 (does not apply for Canadian citizens, who are exempt from the visa stamping requirement)
USCIS Form I-539 Change/Extension of Status (within the US) Application (for dependents of	\$370	\$370	\$370	n/a

employee or scholar)				
----------------------	--	--	--	--

Visa Categories

Below are the most common visitor or employment type visa categories that the Office of International Services (OIS) at OSU supports.

Other visa categories may be supported by other departments on campus such as F-1 or J-1 student categories; please contact an International Student Advisor.

Determining a Scholar Visa Type

Non-Immigrant Visa Categories

B-1: tourists and business visitors (cannot be used for employment)

E-3: specialty occupation, Australian citizens only

F-1 OPT: optional practical training for students

H-1B: professional, specialty occupations

J-1: visiting professors, researchers, and student interns

O-1: individuals with extraordinary ability or achievement (contact OIS for O-1 information)

TN: professional occupations; citizens of Mexico & Canada only

J-2 | H-4 | E-3D | TD: dependent type visas for scholar or faculty spouse/children

Third-Party Provider: scholars, such as Fulbright scholars inbound to the U.S., have their visa documents produced and managed by a third-party

Other: F-1 and J-1 student visas are processed by International Student Advisors

Immigrant Visa and Permanent Residency

PR: OSU permanent residence information and policy

Immigration Regulations and Responsibilities

Non-immigrants are responsible for understanding and complying with U.S. regulations governing their visa category and status. Below is a summary, but not all, of the important regulations international scholars and faculty must follow in order to maintain their immigration status.

Responsibilities of J-1 Exchange Visitors at Oregon State University

Exchange Visitors (EVs) in J-1 status are responsible for understanding and complying with U.S. regulations governing the J visa status. The Exchange Visitor's responsibilities (22 C.F.R. Part 62) include but are not limited to the following:

1. Engage only in the Activities Permitted for the Exchange Visitor Category
Type: Each category has a definition and expectations for the activities of the exchange visitor, which must be met. For example a Research Scholar or Professor is here to perform research or teach; a Student Intern is expected to follow the Training/Internship Placement Plan.

2. Report Address Changes to the Office of International Services (OIS): All J-1 EVs must report changes of address within *10 days* of the address change to OIS. OIS needs to report the address for all J-1 EVs to the US Department of Homeland Security through SEVIS.
3. Maintain Adequate Health Insurance: EVs must have health insurance for themselves and all J-2 dependents throughout the entire program participation period and stay in the US. EV's health insurance policies must meet the health insurance requirements of the Department of State. Failure to maintain appropriate insurance coverage will result in termination of the EV's J-1 program. Refer to attached Health Insurance Information Form for details.
4. Report Any Changes in Program to OIS: J-1 programs are specific to the program description, department, and sponsor approved at OSU on the initial J-1 application. EVs must notify OIS whenever there is a change in their program.
5. Receive Transfer Authorization Prior to Leaving OSU: In some cases J-1 EVs may be eligible to transfer their J-1 program to another US SEVP program. EVs must receive transfer authorization from OIS before leaving OSU; contact OIS one month in advance for transfer procedures.
6. Apply for a Program Extension Prior to the DS-2019 Expiration: If the OSU sponsor would like to extend the J-1 program beyond the end date listed on the DS-2019, they must apply for an extension with OIS. The maximum program length depends on the EVs category: Research Scholars or Professors have five years, Short-Term Scholars have 6 months, Student Intern or Specialists have 12 months maximum.
7. Maintain a valid DS-2019, Passport, and I-94 card while in the US: Exchange visitors and any dependents are at all times expected to maintain a valid DS-2019, valid passport, and I-94. The passport must be valid for a minimum of six months from the DS-2019 end date.
8. Employment ONLY with OIS Authorization: J-1 Exchange Visitors may only work with authorization from OIS and the OSU sponsor. The employment must be directly related to the objectives of the exchange visitor program, be incidental to the primary program activities, and must not delay the completion date of the J-1 program. Unauthorized employment is a violation of program status; an exchange visitor's participation is subject to termination when he or she engages in unauthorized employment.
9. Obtain Travel Signature Prior to Traveling Outside the US: If an EV will travel outside the US and then return to the US to resume his/her J-1 program, an International Scholar Advisor must sign the DS-2019 prior to travel. In addition, the EV's passport must be valid for a minimum of six months from the date the EV will

re-enter the US, and the scholar must have a valid J-1 US visa that is valid on the date of re-entry. EVs should be aware that they must not leave their J-2 dependents in the US for a period longer than 30 days.

10. Depart the U.S. within the 30-Day Grace Period and Report Departure to OIS: EVs must inform OIS when they have concluded their program and will be leaving OSU. EVs with Duration of Status (D/S) listed on the “Until” field of their I-94 must depart the US within 30 days of the Program End Date listed on the DS-2019. If an EV completes their J-1 program earlier than the Program End Date, the 30 day grace period applies to the date that the J-1 program was completed and the EV needs to report this early completion of program to OIS.
11. Two Year Home Residency Requirement: EVs subject to the Two Year Home Residency Requirement (212(e)) will be required to return to their country of Legal Permanent Residence for a total of 2 years OR receive a waiver of the 212(e) before they will be eligible to obtain a work visa (H-1B, L-1) or Permanent Residency in the US. After a waiver of the 212(e) is recommended by the U.S. Department of State extensions and transfers are NOT permitted. Before applying for a waiver, discuss your case with OIS.
12. Bars to Further Program Participation:
 - 24 Month Bar: EVs in the J-1 *Researcher* or J-1 *Professor* categories cannot return to the US in the category of J-1 *Researcher* or J-1 *Professor* until 24 months have passed since the EV completed his/her J-1 program.
 - 12 Month Bar: EVs who have been in any J status (J-1 student, J-2 dependents, etc.) for at least 6 months cannot become a J-1 *Research Scholar* or *Professor* until they have been outside the US for at least 12 months.
 - Student Interns: are limited to one internship per degree level.

Responsibilities of a TN Employee at Oregon State University

TN employees at Oregon State University must comply with U.S. federal laws and regulations governing TN status. Please contact an International Faculty & Scholar Advisor at International Scholar & Faculty Services if you have any questions.

1. Report Address Changes to the Office of International Services (OIS).
2. Report Employment Changes to the OIS: The terms of employment in TN status are very specific. The US Department of State (DOS) approves the TN program for the specific department, salary, duties, and dates listed on the initial TN letter of offer. The TN recipient is NOT authorized to change employment without authorization from OIS. This restriction includes changes in position duties, changes in pay rates, and changes of sponsoring departments within OSU. If the TN

employee anticipates a change in the research or employment, the sponsoring department should notify OIS immediately, prior to the change in employment.

3. Apply for an Extension Prior to Expiration of Current TN: The TN employee and host department will be responsible for extensions of the TN employee's status. TN status can be extended either by returning to the home country and re-entering the US or by applying for an extension of status in the US. Applications for extensions should be filed 4 months before the end date of the original TN status. For more information on extending TN status from within the US contact an International Scholar Advisor.
4. Report TN Extension to OIS and OHR: The TN employee should send a copy of the new I-94 card to OIS upon renewing TN status at the border. The TN employee and host department must fill out an I-9 update form to update the employee's work authorization status, the I-9 should be sent to the Office of Human Resources (OHR).
5. Report Departure Date and Reason to the OIS: The TN employee and host department are responsible to notify OIS of the TN employee's departure when the scholar leaves OSU. If the employee's record is not properly closed with Immigration, it could lead to complications for the scholar in future visits to the United States.
6. Depart the U.S. Immediately at End of Employment: TN employees must depart the U.S. by the date noted on the I-94.

Responsibilities of an H-1B Employee at Oregon State University

H-1B employees at Oregon State University are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing H-1B status. Please contact an advisor at International Scholar & Faculty Services if you have any questions.

1. Obtain Travel Documents When Traveling Abroad: H-1B employees who will travel abroad should contact OIS to receive copies of documents which will be necessary for re-entering the US. OIS will retain the original I-797 Approval Notice in the employee's file.
2. Report Address Changes to US Citizenship & Immigration Services (USCIS): U.S. federal regulations require all H-1B scholars to report a change of address to USCIS within 10 days (of the address change) by filling out the AR-11 form online. See www.uscis.gov; click on "FORMS" on green menu bar.
3. Report Employment Changes to the OIS: The terms of employment in H-1B status are very specific. The Department of Homeland Security (DHS) approves the H-1B program for the specific department, salary, duties, and dates listed on the initial H-1B petition. The H-1B employee is NOT authorized to change employment without authorization from OIS. This restriction includes changes in position duties, pay rates, and/or sponsoring departments within OSU. If the H-1B employee anticipates a change in conditions of employment, notify OIS immediately.

4. **Participate Only in Unpaid Consulting:** H-1B employees are permitted to make occasional speeches and lectures at other institutions or at conferences, as long as the activities are not paid (either monetary or any other material gain), and are incidental to the employee's employment at OSU. H-1B employees can be reimbursed for expenses incurred in connection with travel to other institutions for conferences. This is not considered employment, as long as the payments are truly reimbursements for expenses and not disguised compensation.
5. **Apply for an Extension Prior to Expiration of Current H-1B:** The H-1B employee and host department will be responsible to file applications for extensions on behalf of the H-1B employee. Applications for extensions should be submitted to OIS 5-6 months before the end date of the original program. If OIS does not receive an extension application 2 months before the end date of the original H-1B approval, there are likely to be gaps in employment eligibility.
6. **Report Departure Date and Reason to the OIS:** The H-1B employee and host department are responsible to notify OIS of the H-1B employee's departure. This is especially important if the employee leaves OSU prior to the end date of the H-1B approval. If the employee's record is not properly closed with Immigration, it could lead to complications for the individual. If the department is unable to employ the H-1B employee for the duration of the H-1B status, the department is responsible for offering to cover the responsible cost of return transportation to the employee's home country.
7. **Depart the U.S. Immediately at End of Employment:** H-1B employees must depart the U.S. by the date noted on the I-94 record. Usually the employee must leave the US the same day that the H-1B approval expires, though in some cases a 10 day grace period is noted in the passport. The H-1B employee may ask for the "10 day grace period" at the Port of Entry when re-entering the US from a trip abroad.

VISITING FACULTY, VISITING SCHOLAR REQUEST POLICY/PROCESS

Guidelines provided by Office of International Services

Exchange Visitors in the Research Scholar/Professor/Short-Term Scholar Category (J-1)

The purpose of the J-1 Exchange Program is to provide exchange visitors with opportunities to participate in educational and cultural programs in the U.S. and return home to share their experiences.

Exchange Visitors in the Student Intern Category (J-1)

Internship programs are designed to allow foreign college and university students to come to the United States to gain exposure to U.S. culture and to receive hands-on experience in U.S. higher education at OSU in their chosen occupational field.

Sponsoring Professor's Role: The sponsoring professor has various responsibilities during the visiting scholar's program at OSU, mainly supervising and monitoring the visiting scholar's program activities, and ensuring access to campus privileges and completion of the [scholar invitation letter](#),

Office of International Services' (OIS) Role: We at OIS issue the Certificate for Eligibility for Exchange Visitor status, also called the DS-2019, needed for a visitor to apply for a J-1 visa at a U.S. Consulate abroad. We also provide information on obtaining a U.S. visa, campus and community resources, and a welcome orientation.

Department Contact's Role: (Usually the office manager) helps complete the OSU J-1 application securing office space, and courtesy or employment appointments.

Step 1: The first step to bringing a visitor to OSU is to talk with the **Chair/Dean/Head** of your department and your office manager to ensure that they are aware and/or fully support your intention to host an international visitor.

Step 2: The J-1 Exchange Visitor Program has several categories. In order to determine the best category for the prospective visitor, we ask for your help in gathering a few details by sending the following message and link to the prospective international visiting scholar:

Subject: J-1 International Visitor Intake Form

Dear Prospective Exchange Visitor,

Thank you for your interest in being an international visiting scholar at Oregon State University (OSU). The OSU Office of International Services (OIS) looks forward to facilitating the visa portion of this exchange.

The J-1 Exchange Visitor Program has several categories. In order to determine the best category for your visit we ask that you, the scholar, submit the following details about your visit to Oregon State University (OSU) using the following link:

http://oregonstate.qualtrics.com/SE/?SID=SV_8zZGGplPhYmn1rf

After reviewing this information, OIS will respond with the appropriate application type and instructions.

If you have any questions while completing this form, please contact OIS at OIS.Scholar@oregonstate.edu or Adria Buncal (541-737-6418) or Cindy Nair (541-737-6461).

Step 3: Once the scholar submits the survey, OIS will review the responses and send the appropriate application type and instructions to the sponsoring professor and department contact. OIS will initiate the application in IP Connect (the online application system) and the scholar should expect to receive an email from OIS.Scholar@oregonstate.edu to access and complete his/her portion of the application.

Health insurance requirements and information can be found here:

<http://international.oregonstate.edu/isfs/international-scholars/j-1-exchange-visitors/health-insurance-and-care>

VOLUNTEERS

The department expects volunteering in any capacity for the department, this includes active emeriti, complete a volunteer form on an annual basis. (link to form below) Oregon State University is pleased to have the assistance of the many individuals who volunteer their services to help the University accomplish its mission. Volunteer participation benefits the University and can also be very rewarding to the individual volunteering.

Departments/units are responsible for the oversight of all volunteer services and activities and for assessing the risks associated with volunteer services. The following resources are intended to assist University personnel in identifying, understanding, and complying with the requirements of the volunteer program and effectively managing the risks and requirements.

Conditions of Volunteer Service Form

All Volunteers must complete the Conditions of Volunteer Service Form to be a registered University volunteer.

Volunteer FAQ

The Volunteer FAQ is a collection of questions and answers that are regularly asked about volunteer service.

Risk Assessment Tool

The Risk Assessment Tool can help identify risks associated with volunteer activities and develop a plan to reduce/control the risks.

Background Checks

Volunteers working in a critical or security-sensitive position as defined by OSU Standard 576-055-0020 must have a Criminal History Check conducted prior to commencing in such volunteer activities.