**Guidance Relevant to College of Agricultural Sciences Approval of 1039-Hour Appointments for Faculty Upon Tenure Relinquishment**

*College of Agricultural Sciences*

*Oregon State University*

**Preface:** As faculty with tenure consider retirement they frequently request approval of part-time employment for a period of one to three years as a transition period as is provided in University policy. The 1039-hour appointment is the most common option and funding for such an appointment can come from a variety of sources including grant funds, state funds managed by the unit and state funds managed by the College. Requests funded by grant or departmental funds require review by the dean’s office for awareness and mission alignment, but will normally be approved. This document is intended to provide guidance on College review of requests for 1039-hour appointments to be funded by state funds managed by the College.

Due to continuing tight budgets, the College carefully evaluates requests for 1039 appointments on a case-by-case basis to determine whether or not the College will pay for 1039-hour appointments. It is usually necessary to defer Priority Staffing requests for those program areas in which a person continues employment under a 1039-hour appointment funded by the College. It is also necessary to define specifically the role and responsibilities associated with such an appointment, and to expect accountability to a specific mission area in the College of Agricultural Sciences.

The following are general criteria college administrators will consider in determining whether or not the College will pay the costs for 1039-hour appointments.

1. **Teaching courses** that serve specific curricular needs within the College’s academic programs with enrollments that meet OSU expectations.
2. **Leading a research activity** that receives adequate extramural support to maintain an active program. This includes support of faculty research assistants, graduate students, and/or post-doctoral scholars; supplies and services; and travel necessary to conduct and communicate results of the research. Typically, the College does not pay 100% of the cost of a 1039-hour appointment focused exclusively on research. A portion of the appointment is typically paid from grant funds.
3. **Leading an Extension program** that is a high priority within the Statewide Public Services. This includes staffing a need that exists within the Agricultural Sciences and Natural Resources Extension Staffing Plan.
4. **Serving a specific administrative role** as recognized by the Dean of the College.

The intent of providing this guidance is to inform conversations between faculty members and their unit leaders at the outset of active consideration of tenure relinquishment. As these conversations progress, unit leaders are expected to confer with the appropriate Associate Dean to validate alignment of a faculty member’s proposal for a 1039-hour appointment with the criteria described above. Final approval of College-funded 1039 appointments resides with the Dean.

Source: Office of the Dean

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