

College of Agricultural Sciences

Guidelines for Professor of Practice Competitive Hires, Reclassification and Waiver of Searches

The purpose of these guidelines is to provide consistency across CAS units in the recruitment, hiring, reclassification and waiver of search practices for Professor of Practice appointments. CAS will consider reclassification of currently employed Instructors and Faculty Research Assistants into Professor of Practice ranks if the incumbent's current duties are consistent with Professor of Practice positions and the incumbent has developed a program that is largely independent of other faculty. The primary argument for reclassifications is that the current position is misclassified because the Professor of Practice ranks were not available at the time of the original hire. These guidelines adopted many of the standards and procedures for converting fixed-term faculty positions to Professor of Practice within the OSU Extension System that were approved by the Executive Vice Provost 3 October 2014.

Professor of Practice Positions

Professor of Practice ranks are "to be used only for faculty members whose *primary work assignments are in professionally related community education and service* (emphasis added), though scholarship and university service are also expected. Development of an independent research program is not essential though this may be appropriate in some instances, and most scholarship activities are expected to contribute to effective educational program delivery and research application at local or regional levels. Professor of Practice faculty members are not eligible for tenure, but are eligible for extended fixed-term contracts at the Associate and Full Professor ranks" ([OSU Faculty Handbook](#)). Professor of Practice appointments are not appropriate for faculty primarily teaching for-credit courses. Faculty in Professor of Practice ranks are eligible for Graduate Faculty appointments if approved by department.

Position descriptions for Professor of Practice must include between 10 and 15% scholarship. Professor of Practice positions at the Associate and Full Professor ranks are eligible for extended fixed-term contracts contingent on two years of funding being available ([OSU Academic Appointment Guidelines](#)). Reappointment is at the discretion of the hiring authority.

Annual Evaluation, Mid-Term Review and Promotion

Faculty in Professor of Practice ranks shall be evaluated annually by their immediate supervisor and department head. Promotion of faculty in Professor of Practices ranks follows the same schedule and uses the same process as tenure track faculty, except that the first promotion is not mandated at the typical five year mark. Mid-term (three-year) reviews will follow procedures for tenure-track faculty. The Provost will make the final decision on whether or not to promote. See the [OSU Faculty Handbook](#) for more details regarding evaluations and promotion for Professor of Practice.

Professor of Practice Scholarship and Creative Work

All faculty in professorial ranks at OSU are expected to engage in scholarly and creative work. Scholarly and creative work is understood to be intellectual work that is communicated and whose significance is validated by peers. Position descriptions for Professor of Practice faculty will contain scholarly expectations between 10% and 15% of the individual's total position expectations, which is typically lower than expectations for tenure track faculty positions. The type, importance and appropriateness of the scholarship will vary with the expectations of the position, but review and recognition becomes increasingly important as the faculty member progresses through academic ranks. Additional details on the scholarly expectations for Professor of Practice ranks are provided in the [OSU Faculty Handbook](#).

Assistant, Associate or Professor of Practice Hiring Practices

For competitive recruitments:

1. A position description is developed to capture responsibilities, duties, etc.
2. Head of the recruiting unit requests approval of the new position description from Associate Dean to ensure it is consistent with CAS guidelines, standards and practices.
3. Head of the recruiting unit requests approval of the new position description from Senior Vice Provost for Academic Affairs to ensure it accurately reflects a Practice position prior to recruitment. (Recruiting unit sends the request with PD attachment)
4. Position description is finalized in PA7 for recruitment.
5. If the academic home is different from the recruiting unit, the fixed term offer letter academic home is noted in the letter. Unit leaders of the Home ORG and academic home sign the offer letter. If the academic home is not determined prior to the offer letter issuance, the letter should include "your academic home will be determined within six months of your hire date".
6. Hire Proposal in PA7 is processed and approved.

For non-competitive recruitments (Reclassifications and Waiver of Search):

1. Faculty member is selected by Department committee to be a PoP (see next section for standards and procedures).
2. Head of the recruiting unit requests approval of the new position description from Associate Dean to ensure it is consistent with CAS guidelines, standards and practices.
3. Head of the recruiting unit requests approval of the new position description from Senior Vice Provost for Academic Affairs to ensure it accurately reflects a Practice position prior to pursuing a Waiver of Search request. (Recruiting unit sends the request with PD attachment)
4. The selection and PD are vetted by Senior Vice Provost, A/A (by Email with new PD attached).
5. PD is finalized in PA7 and Waiver of Search request is sent to EOA.

6. After WOS is approved, a fixed term offer letter is written. If the academic unit is different from the recruiting unit, the fixed term offer letter academic home is noted in the letter. Unit leaders of the Home ORG and academic home sign the offer letter.
7. Hire Proposal in PA7 is processed and approved.

Standards and Procedures for Converting Fixed-term Faculty Positions to Professor of Practice

The primary argument for reclassifications is that the current position is misclassified because the Professor of Practice ranks were not available at the time of the original hire. The following criteria will be considered when CAS evaluates if a fixed-term position, either Professional Faculty or Instructor, is appropriate for conversion to a Professor of Practice position. All 12 criteria must apply for the conversion to be approved.

1. Position description is based on current needs of community/discipline.
2. Position description details roles and responsibilities that can be readily used in making promotion decisions.
3. Position description states expectations for program development and design.
4. Scope of the position is conducive to scholarship.
5. The incumbent demonstrates the ability to do position-appropriate scholarship.
6. Nature of scholarship that the position supports will typically be applied vs. basic science.
7. There are clear organizational and clientele benefits to converting the position.
8. The academic home supports converting the position.
9. The incumbent holds an MS/MA degree or greater.
10. The incumbent was hired using an open, competitive search, unless a strong case can be made for an exception.
11. Performance of incumbent has been satisfactory or better since appointment.
12. The incumbent is committed to making steady progress toward promotion in the typical timeframes for other faculty – assistant to associate in six years, associate to full professor in six to eight years.

Other considerations that may be evaluated prior to reclassifying a position to Professor of Practice include:

1. Scholarship expectation will range from 10 -15% depending on the needs and expectations of the position.
2. A salary adjustment is **not anticipated** when reclassifying a position to Professor of Practice, but may be considered to meet equity and fairness standards within CAS.
3. Positions converted to Professor of Practice will be at the rank of Assistant Professor with the following exception: If a Senior Instructor or Senior Faculty Research Assistant position is converted, a rank of Associate Professor may be considered if scholarship was included in the previous position description and evaluated as a factor in that person's promotion(s) . These reclassifications at higher rank must be reviewed by department, college and university promotion and tenure committees.

4. If an individual has been in their current position for several years, it is possible to include “prior service credit” in the letter of offer made for a new Professor of Practice position. Such credit would allow the individual to proceed with a promotion bid prior to being in the typical 5-year mark in a tenure-track rank promotion window.

For additional details on Professor of Practice Appointments, see Faculty Handbook (<http://academicaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines#Practice>) and OSU’s Guidelines for Academic Appointments (<http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/jobs/acadappt.pdf>).