

Fall Updates and Reminders for FES Faculty

Operations:

- **Travel:**
 - Are you are **traveling for more than a day**? Please let Troy and Misty know ahead of time.
 - **Should you fly or drive** to your out-of-state activity? If you choose to drive, and the costs are more than airfare would cost, OSU policy requires preapproval from department/unit head. Contact Becky Carrier ahead of time to clarify what can and cannot be reimbursed.
 - You must submit original travel **receipts within 60** days to Misty;
 - **Foreign travel** has special requirements (e.g., OSRAA preapproval if paid on grants; registration with Risk Management)
- **Making purchases on an OSU index.** OSU (FIS 407) states that employees may make small purchases with personal funds when there are logistical reasons or extenuating circumstances that preclude the use of normal OSU purchasing process; these purchases require prior approval from department office manager or unit supervisor. OSU does not believe convenience or lack of planning constitutes extenuating circumstances. As of October 1, 2017, **you will be required to provide appropriate prior approval when submitting a personal reimbursement from a local (Corvallis, Philomath, Albany) or online vendor.** Prior approval would consist of an email conversation between you and your office or unit manager. Please work with Glenn Folkert (CoF Buyer) rather than making purchases yourself.
- **What is “BennyBuy”???** BennyBuy is OSU’s new eProcurement system. Some day, you’ll be able to shop through BennyBuy. For now, continue to make purchase requests through Glenn Folkert.
- Please remember to **submit your time in EmpCenter** and record vacation and sick time. Also approve your employees’ time.
- Will you have **outside employment or consulting**? Please be sure you are aware of OSU policy, and submit the outside employment form.
- Use FES.workbox@oregonstate.edu
- Do you plan to request **courtesy faculty** status for anyone? If so, be sure to review the university policy. The university grants courtesy status if “the contributions of the individual will be substantive and sustained in achieving the mission of the department and the University.” Examples of listed contributions include teaching regularly scheduled classes, advising graduate students, serving as a PI on grants, or acting as a visiting scholar. A prospective courtesy faculty member must have a faculty sponsor who writes a letter of justification, submitted with the candidate’s current CV.

Graduate students:

- If your students take **Ecampus courses**, the department pays the additional tuition. We understand that some Ecampus courses may be part of a student’s core program, but please have a conversation with students about whether there are other courses or ways to learn Ecampus material.

- If you have a student serving as a GRA or TA, please be sure you understand the **CGE contract** regarding hours worked. (Based on the FTE, there is a maximum on the number of hours you can have an employee work per week and per quarter.)

Teaching/Classes:

- We are planning **TA assignments** during the summer for the full academic year. If you have any questions about whether your classes will be assigned a TA, please check with Misty or Troy.
- There is a **new academic integrity process**. Randy Rosenberger is our hearing officer. If you have any problems of plagiarism or misconduct, contact Randy.

A few last things.

- Please **update your CV and website** (work with Irene Schoppy)
- **Digital Measures**
 - Please run a report and inspect it to make sure that everything looks correct.
 - Now supports Web of Science to download publication information.
 - A customizable CV report is available.
- Can you **advocate for policies in your job**? By law, OSU employees may not, in their OSU capacity or using OSU resources, support or oppose ballot measures or candidates. For other legislative issues, employees may only do so on behalf of OSU if authorized. If you testify or provide other expert input, you may use your title only for identification purposes and should state that you are not speaking on behalf of OSU.