

## Appendix C to December 9, 2002 AFC Meeting Minutes

# Oklahoma State University

DIVISION OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES

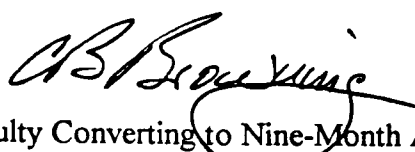
24 April 1995

Gulata

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## MEMORANDUM

TO: Department Heads

FROM: C. B. Browning 

RE: Guidelines for Faculty Converting to Nine-Month Appointments

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Attached is the final version of the *Guidelines for Faculty Converting to Nine-Month appointments from 10-, 11-, or 12, Month Appointments*. Modifications suggested by department heads at our April 10, 1995, meeting have been incorporated into the final document. Please share these guidelines with faculty in your department.

If you have any questions or comments, please feel free to contact me.

xc: Associates  
Agriculture Faculty Council  
Remaining Unit Administrators  
Agriculture Administrative Staff

**Division of Agricultural Sciences and Natural Resources**  
**Guidelines for Faculty Converting to Nine-Month Appointments from**  
**10-, 11-, or 12-Month Appointments**

Effective April 1, 1995, tenure-track faculty who hold 10-, 11-, or 12-month appointments will have the opportunity to negotiate a conversion to a nine-month appointment under the following conditions:

1. The faculty member prepares a written request which outlines completely the reasons for the conversion; effect on current job assignment/responsibilities; benefit to the faculty member, department, and division.
2. The faculty member submits his/her request to the department head.
3. The department head distributes the request to an appropriate group/committee of departmental faculty for their comments.
4. The department head prepares a transmittal memorandum which indicates his/her recommendation, including salary, and whether or not the request has the support of the departmental committee, and submits it with the faculty member's request to the Dean with copies to each Associate and Agriculture Personnel.

**Guidelines for Converting to  
Nine-Month Appointments  
23 April 1995**

5. The Dean and Associates will review the request and communicate their decision to the department head.

**Guiding Principles**

1. Faculty who convert to a nine-month appointment should not expect to receive the same annual salary in nine months as they did on their 11- or 12-month appointment.
2. The spirit of the October 1994 "Guidelines for the 12th Month of Salary for 11-Month Faculty" shall apply to faculty on nine-month appointments who choose to generate additional salary during the "off" months.
3. The nine-month appointment period is September 1 to May 31, unless otherwise approved.
4. The OSU Consulting Policy will be followed.
5. The option to convert back to a 10-, 11-, or 12-month appointment is negotiable.
6. It is preferred that the completed requests be forwarded to the Dean by May 1 each year for implementation on September 1.