

College Of Forestry Administrative Structure

Dean, Director

Key Functions:

- Provides executive level leadership for the College of Forestry and Forest Research Laboratory, i.e., Chief Executive Officer of the College and Laboratory
- Represents the College and Research Laboratory with external constituents and serves as initial point of contact and principal liaison with Oregon Executive and Legislative branches, OUS, OSU, and external constituents.
- Provides direct supervision and performance evaluations for Executive Associate Dean, Associate Dean(s) for Academic Affairs and Research, Department Heads, and Dean's Assistant.
- Lead person for fund raising for the College and Forest Research Laboratory
- Decision maker on all major policy, financial, program, facility, property, and human resource matters for the College and Forest Research Laboratory unless explicitly delegated to others, including CoF awards.
- Serves the Provost and President as requested on OSU and OUS business.
- Conducts Dean's level Promotion and Tenure evaluations.
- Conducts other Dean's level personnel reviews (e.g., interim, post-tenure).

Executive Associate Dean (EAD)

Key Functions:

- Serves as Acting Dean in Dean's absence and represents Dean as appropriate, including signing authority.
- Has programmatic leadership for Forestry Extended Education, including policy and program leadership for Extension Forestry Program.
- Provides managerial leadership for internal operations of the College through chair of the CoF Executive Committee (see below).
- Manages CoF support functions and provides direct supervision of Director of Operations, Director of College Forests, and Director of International Programs.
- Maintains liaison with CoF academic departments and cross-campus relations short of the Dean's level.
- Assists Dean with various functions (e.g., Leadership Team meetings, coordination).
- Recurring reviews and reports oversight.
- Staffing/staff development, facilities, space, equipment.
- Liaison to groups internal and external to OSU (specific assignments to be determined).

Associate Dean(s) Academic Affairs and Research

This role is shown as combined in preparation for when the current Associate Dean for Research and International Programs leaves for sabbatical in January. Pending that move, the Associate Dean for Academic Affairs will function in the current role plus take on responsibilities related to the Institute for Natural Resources. The Associate Dean for Research and International Programs will continue in current roles until the start of the sabbatical, when a Director for International Programs will be appointed. Upon return of the Associate Dean for Research and International Programs, we will assess the effectiveness of the administrative structure used during his absence and make decisions on the future.

Key Functions:

- Serves as Acting Dean in the absence of the Dean and Executive Associate Dean and represents the Dean as appropriate, including signing authority.
- Serves as Acting Executive Associate Dean in the absence of the Executive Associate Dean and chairs the CoF Executive Committee when appropriate.
- Has programmatic leadership for CoF Academic Affairs and Research and serves as the Associate Director of the Forest Research Laboratory.
- Assists the Dean and Executive Associate Dean with various functions (e.g., interim leadership of the Institute for Natural Resources, Executive Committee functions, Forestry Leadership Team meetings).
- Maintains liaison with CoF departments and cross-campus units on academic and research issues.
- Supervision of Student Services Office and oversight for recruitment, retention, advising, and placement services.
- Participates in Promotion and Tenure reviews

Forestry Executive Team

Who: Dean, Executive Associate Dean, Associate Dean(s) for Academic Affairs and Research, Director of Operations, and Dean's Assistant

Functions:

- Communication and coordination among the Dean, Associate Deans, and Director of Operations on routine and other Dean's office functions, including scheduling, travel, and representation of the College.
- College level event planning and scheduling.
- Unit performance review/evaluations.
- Budget and financial management and control.
- Coordinated College image and external communication

Meets: Weekly or as needed via audio conference/other.

Forestry Executive Committee

Who: Dean (as available), Executive Associate Dean (Chair), Associate Dean(s) for Academic Affairs and Research, Department Heads, and Director of Operations. Others are invited to participate as appropriate to topics under consideration.

Functions:

- Principal executive-level planning and implementing body for the CoF
- Staffing on major decision making matters for the Dean
- Advisory to the Dean
- Policy recommendations
- Strategic planning:
 - Overall managerial responsibility for implementation of the CoF Strategic Plan
 - Identification of emerging issues and opportunities
 - Staffing levels
 - Development targets
 - New initiatives
 - New facilities
 - College Forest acquisitions, functions, and use, including oversight of College Forest Advisory Committee
 - Other forward-looking enterprises that help set the CoF's trajectory
- Budget and financial management and control
- Establishment of performance standards and quality expectations for faculty and staff
- Oversight of academic, research, outreach, and Extension programs
- Cross-unit coordination, communication, and collaboration within the CoF and with cross-campus and other partners
- Resolution of routine personnel and staffing issues
- Resolution of routine facilities, space, and equipment issues
- Tracking and engaging in university-level developments and actions
- Identifying topics for Executive Committee meetings, retreats, and other forums

Meets: Bimonthly or more frequently as needed.

Forestry Leadership Team

Who: Dean (chairs with assistance of Executive Associate Dean), other Executive Committee members, and unit program leaders or representatives including:

College Forests
Communications
Computer Group
Development
Extension
FMC/SLC
Institute for Natural Resources
International Programs
Natural Resources degree program
Outreach Education

Student Services
Undergraduate Students
Graduate Students
Classified Staff
Professional Faculty
Faculty Research Assistants
Professorial Faculty

Role: Provide an inclusive means whereby the diverse, creative, and intellectual powers of the CoF “family” can be utilized to foster growth and development of the College.

Functions:

- Identify emerging issues and opportunities
- Build community
- Serve as a sounding board for the Dean and Executive Committee
- Provide unit updates, reviews, and recommendations
- Share ideas and information
- Promote diversity of perspectives
- Provide “grass roots leadership” input on the health and welfare of the CoF and effectiveness of the CoF Strategic Plan

Meets: Quarterly or as needed.