

College of Forestry
Reorganization Implementation Committee
Draft Plan for Completing Abbreviated Category I Proposals
Revised November 20, 2007

There are numerous questions that will have to be addressed and information assembled to complete the abbreviated category I proposal(s). Some of these questions are more important than others. Nine such questions have been identified and among these, five (**bolded**) will require immediate attention once a specific reorganization model has been selected (December 11). The nine questions are:

- 1. Will the College need to prepare one, two, or three abbreviated category I proposals?**
- 2. How will faculty be assigned to the new units?**
- 3. What will be the names of the new units and how will these be determined?**
- 4. What will be the organizational administrative structure and staffing of the new units?**
- 5. What cross campus units should the College liaison with and how should this be handled?**
6. How will the new organizational structure affect advising?
7. How will the new organizational structure affect degree programs?
8. How will the leaders and assistant/associate leaders for the new units be selected?
9. What process will be used to develop the budget information and who will develop it?

To address the four most pressing questions, the following processes are proposed:

- 1. Will the College need to prepare one, two, or three abbreviated category I proposals?**

The question can be easily addressed by presenting the selected model to Susie Leslie and Gina Shellhammer (Academic Programs and Assessment) and asking their guidance.

- 2. How will faculty be assigned to the new units?**

Sequentially the steps will be:

- a. The RIC proposes faculty assignments to new units and shares draft with the FEC prior to the Dec 17 meeting (proposed).
- b. With FEC concurrence, the RIC shares the draft proposal with the College at large along with instructions on how feedback will be sought and how counter proposals from individual faculty will be processed.

- c. The RIC considers feedback, hears individual counter proposals, adjusts the proposal as necessary and presents it to the FEC January 8.
- d. The FEC approves or otherwise modifies the RIC proposal January 8.
- e. Faculty assignments to new units are released to the College at large. Prior to this the Dean will have identified the transitional leaders for the new units. The transitional leaders will be charged with developing details of a transition plan and with organizing faculty and staff for the beginning of operations of the new units once approval by the University has been secured.

(Concern – Classified staff are going to wonder how their assignments are going to be handled. When the above process is made public, we probably ought to also be able to describe how CS assignments will be made and when. Potential solution: We announce in #4 below how many classified and professional positions will be eliminated; not specific individuals.)

3. What will be the names of the new units and how will these be determined?

Sequentially the steps will be:

- a. The RIC drafts new unit interim names for discussion and development of the draft category I proposal(s).
- b. RIC presents proposed interim names to the FEC. FEC approves or modifies the interim unit names.
- c. Interim new unit names released to the College at large. It is understood that interim names may or may not be selected by faculty and staff for longer-term use. If desired, different new unit names will be developed by individual units post implementation of the College’s new organizational structure. Separate abbreviated category I proposals would be required.

4. What will be the organizational administrative structure and staffing of the new units?

Sequentially the steps will be:

- a. The RIC and unit transitional leaders develop a proposed administrative support structure for individual units and the College as a whole.
- b. FEC approves or modifies the proposal.
- c. Decision is announced to the College at large (See 2.e. above.).

5. What cross campus units should the College liaison with and how should this be handled?

Sequentially the steps will be:

- a. Once the draft category I proposal has been prepared, the Dean will send a letter and the proposal(s) to all other deans explaining the reorganization.

He will request a letter from each expressing support for the proposed reorganization and/or concerns that must be addressed.

- b. The letters of support and all other responses will be included in the category I proposals.

Proposed Schedule

November 26	RIC submits a plan for development of the abbreviated category I proposals to the FEC for approval.
December 11	FEC makes final decision on the reorganization model.
December 17	RIC presents proposed faculty assignments to new units to the FEC. RIC presents proposed administrative structure and support staffing plan for new units to FEC. FEC concurs and/or modifies the proposal. Dean chooses new unit transitional leaders.
December 18	RIC releases proposed faculty assignments and proposed administrative structure and support staffing plan for new units to the College at large. Dean announces new unit transition leaders to the College at large. New unit transitional leaders start working with the RIC.
January 4, 2008	RIC receives input and counter proposals on proposed faculty assignments; modifies proposal as appropriate. Drafts of some sections of the abbreviated category I proposal(s) completed.
January 8	FEC makes final decision of faculty assignments. RIC seeks FEC concurrence on proposed new unit interim names. RIC and transition leaders present final proposed administrative structure and support staffing plan for new units and the College to the FEC. FEC approves and/or modifies the plan and proposed new unit interim names.
January 9	Faculty assignments, administrative structure and support staffing plan and interim names for new units announced to the College at large.
January 23	Draft abbreviated category I proposal(s) completed and liaison letters from the Dean sent to other deans.
January 31	Abbreviated category I proposal(s) completed except for final editing and expressions of support from outside units.

February 4	Liaison work completed and letters of support received.
February 5	FEC approves abbreviated category I proposal(s)
February 6	Abbreviated category I proposal(s) submitted to the University.