



College of Forestry ~ Office of the Dean
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Administrative Memo # 256
Forestry Executive Committee Charter
May 16, 2016

Background

The Forestry Executive Committee (FEC) and its precursors have been functional in the College of Forestry for several decades. The mission of the FEC is to serve as an advisory board to the Dean of the College of Forestry, who has executive decision-making powers. The Dean recognizes the importance of faculty, administrative, and graduate student input to the decision-making process, and feels that better decisions come when all viewpoints are considered. The FEC is NOT a decision-making body, rather, it exists to *inform* decisions made by the Dean.

Accordingly, the mission of the FEC is to provide the Dean of the College of Forestry with the following:

- a. diverse perspectives on the administration and management of the College;
- b. a conduit outward to faculty, students, and staff regarding the administration of the College; and
- c. connection to the active committees of the College.

Composition

The FEC is composed of the following administrative and faculty members: Dean, Special Assistant to the Dean, Associate Deans, Department Heads, Directors, faculty representatives (one per Department), and a representative of the Graduate Student Council. Faculty representatives serve two year terms, must have achieved tenure status, and are selected on a voluntary basis by their Department Heads, with approval of the Dean. Faculty representatives should represent the range of diversity in the College (age, gender, ethnicity, academic expertise, etc.). Faculty representatives also serve as direct links between the College Administration and the faculty, staff, and students in their departments, and are asked to report information from FEC back to departmental meetings, and bring topics from the Departments to the FEC for consideration and/or discussion to promote awareness among the leadership team of the College.

Meetings

The FEC meets monthly, but may meet more often, as the need arises. Meeting times vary, depending upon the agenda, and they may range from one hour to a half day. Meeting agendas are posted on the FEC website (located on the Dean's webpage) and in COF Today, and the agendas are set by the Dean's Staff (see below) in consultation with the Dean. Agenda topics are open and any member of the College may suggest an item for the FEC agenda by submitting an online request at:

<http://deansoffice.forestry.oregonstate.edu/submit-fec-agenda-item>

Meetings are open and all members of the College are welcome to participate. Minutes are kept for each meeting, and are posted on the FEC website within a week of each meeting.

Relationship to the Dean's Staff

The other administrative group in the College of Forestry is the Dean's Staff, formerly known as the Forestry Executive Team (FET). The Dean's Staff consists of Associate Deans, Directors, Department Heads, and the Special Assistant to the Dean. The Dean's staff typically meets bi-monthly. Meetings are variable in length, ranging from an hour to several hours. The Dean's Staff generally sets the FEC agendas and also provides feedback to the Dean to assist in the decision-making process. However, the Dean's Staff meetings are not open and may deal with confidential matters, including budget and personnel. The FEC and Dean's Staff complement each other, and work in tandem to provide the best information and advice to the Dean.

Approval:



Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean

05/16/16

Date