

**Five-Year Annual Review  
Administrative Appointments Committee**

Faculty Senate Committee on Committees  
May 2004

This review of the Administrative Appointments Committee is submitted in accordance with the duties of the Committee on Committees to review each Faculty Senate Committee at five-year intervals, using the following five criteria established by the Faculty Senate:

1. Do the Standing Rules clearly reflect the function and composition of this committee?
2. Have the Committee's actions/function, as reported in the annual reports and by consulting with the current chair and committee, been consistent with their Standing Rules?
3. Do the annual reports provide a memory of the issues this committee addressed, their activities, and any outcomes?
4. What has been the role/benefit of student members?
5. What connection is there to the University's strategic goals?

The Committee on Committees reports that:

1. The Standing Rules for the Administrative Appointments Committee do not accurately reflect the current function of this Committee in two ways. First, the Standing Rules state that the Administrative Appointments Committee, "...recommends three faculty members who shall serve on each Search Committee for appointments to vacant or newly created administrative positions." At least for the current school year, the Administrative Appointments Committee has been asked to recommend one faculty member from their Committee to serve on Search Committees. By the time the Administrative Appointments Committee Chair has been contacted to provide representation on the Search Committees, they have been fully formed. It appears that involvement of the Administrative Appointments Committee has been an afterthought rather than including the Committee early in the process of forming Search Committees. Further, the Standing Rules for the Administrative Appointments Committee state that, "...the Administrative Appointments Committee shall confer with the President (or his/her designated representative), review the requirements of the position, and provide advisement concerning composition of a Search Committee and the range and timing of its search." At least for the current school year, this has not been occurring. The chair of the Administrative Appointments Committee plans to discuss the current function of this committee in relation to their standing rules with the Faculty Senate Executive Committee and make any necessary recommendations for revising the Standing Rules.
2. With the exceptions noted above, the actions of the Administrative Appointments Committee have been consistent with their Standing Rules. However, the 2000-2001 annual report indicates that no Administrative Appointments Committee members were included on search committees for the Dean of Veterinary Medicine or the Dean of Business that year. The Committee has been very active this year and currently has members serving on seven search committees.
3. Annual reports describing the actions of the Administrative Appointments Committee are available on the Faculty Senate web site for the years 1997-98, 1998-1999, and 2000-2001. Apparently, no reports were prepared for the years 1999-2000, 2001-2002, and 2002-2003. The current chair, who was a member of the committee last year, reported that the Committee did not meet last year. The inactivity of this Committee and lack of annual reports for two years prior to the current year may be due in part to illness of the previous chair. The reports that are available seem to adequately describe the actions of the Committee. However, the 2000-2001 annual report describes efforts of the previous chair of this committee to increase the membership from nine to twelve faculty members. There is no record of actions taken in response to his recommendation. Apparently, his efforts did not result in a change in the number of committee members since the current Committee is composed of nine faculty members.

4. Student members are not included on the Administrative Appointments Committee since this committee is responsible for ensuring faculty representation on search committees.
5. The Administrative Appointments Committee serves to ensure that all university policies and procedures are followed in filling administrative positions and recommends necessary changes to those policies and procedures to the Faculty Senate and President. By ensuring the integrity of the selection process for administrative positions, this committee is connected to all three of the University's strategic goals - to create a compelling learning experience for our students, staff and faculty; to be recognized as a top-tier university on all scales of measurement; and to treat the State of Oregon as the campus of Oregon State University.

Submitted by Darrell Ross, OSU Department of Forest Science, for the Committee on Committees.