

# Faculty Senate

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## Archive from 1997-2014

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### Administrative Appointments Committee

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# Faculty Senate

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## Administrative Appointments Committee

### Standing Rules

The Administrative Appointments Committee, representing the interests of the University and the Faculty, recommends three faculty members (a minimum of one shall be a member of the Administrative Appointments Committee) to serve on each Search Committee for appointments to vacant or newly created administrative positions.

On an annual basis, the Administrative Appointments Committee monitors and reviews policy and procedures used to fill administrative positions and recommends changes in such policy and procedure to the Faculty Senate and to the President.

In addition to newly created administrative positions, the following positions are to include involvement on the part of the Administrative Appointments Committee:

- A. General Administration: All positions at the Provost, Vice President, Vice Provost and Associate Provost level.
- B. College and Deans: All positions at the Dean level.
- C. Other positions of academic significance: Including, but not limited to the Athletic Director and those positions that report to the Provost, Senior Vice Provost for Academic Affairs, and all Vice Presidents and Vice Provosts.

Whenever there is an impending vacancy, or an actual vacancy occurs, in any of the above listed positions, or when a new administrative position is created, 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.

The appointment of a director or administrator who reports directly to one of the administrative officers listed above does not require a Search Committee involving the Administrative Appointments Committee but, upon request, the Administrative Appointments Committee may suggest appropriate procedures.

The Administrative Appointments Committee consists of twelve Faculty.

Each Search Committee shall ordinarily consist of nine (9) to twelve (12) members. Of these members:

- The majority shall be Faculty members of Oregon State University, three of these selected by the Administrative Appointments Committee. A minimum of one and as many as three of the latter shall be members of the Administrative Appointments Committee itself, specific determination to be made by the Committee according to the nature of the appointment and the Committee's preexisting commitments.
- Undergraduate and/or graduate students shall be appointed following consultation of the appropriate student governance bodies.
- Additional members (staff, students, or individuals outside the University) shall be appointed following consultation with the Administrative Appointments Committee.

Within thirty days of the close of an administrative appointments search, the Administrative Appointments Committee member assigned to that search shall submit to the Administrative Appointments Committee chair a summary of the search conduct and results for inclusion in the Administrative Appointments Committee chair's year-end activity report to the Faculty Senate Executive Committee.

(06/11; 05/98)

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## Administrative Appointments Committee

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## Administrative Appointments

### Scheduled Meetings

**2012 - 2013**

- October 17 - 3:00 - 4:40 PM ~ 109 Gilkey

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# Faculty Senate

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## Administrative Appointments Committee

### Membership – 2013-2014

Ruth Vondracek, Co-Chair '14	Library
Paul Doescher, Co-Chair '15	Forest Ecosystems & Society
Michelle Eck '14	Mechanical Engineering
Jonathan Kaplan '14	Philosophy
Doug Keszler '14	Chemistry
Cindy Alexis (v. Cyrus) '15	Budgets Office
Jack Higginbotham '15	Space Grant
Justin Preece (v. Babich) '15	Botany & Plant Pathology
Eric Alexander '16	Student Affairs
John Killefer '16	Animal & Rangeland Sciences
Mark Hoffman '16	Public Health & Human Sciences
Bill Warnes '16	Mechanical, Industrial & Manufacturing Engr.

*Alternate: TBA*

*Executive Committee Liaison – Dan Edge*

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# Faculty Senate

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## Administrative Appointments Committee

Membership -- 2012-2013

Ruth Vondracek, Chair '14	Library
Peggy Dolcini '13	Social & Behavioral Health Science
Kelly Kozisek '13	Procurement/Contract Services
Michelle Eck '14	Mechanical Engineering
Jonathan Kaplan '14	Philosophy
Doug Keszler '14	Chemistry
Jackie Babich '15	Intercollegiate Athletics
Jan Cyrus '15	Fisheries & Wildlife
Paul Doescher '15	Forest Ecosystems & Society
Jack Higginbotham '15	College of Science
TBA '15	
TBA '15	

*Alternate: TBA*

*Executive Committee Liaison –Kate Hunter-Zaworski*

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## Administrative Appointments Committee

Membership -- 2011-2012

Eric Alexander, Chair '12	Educational Activities
Charlotte Headrick '12	Speech Communication
TBA (v. McAlexander) '12	
Alex Sanchez '12	Education
Peggy Dolcini '13	Public Health
Kelly Kozisek '13	Procurement/Contract Services
TBA (v. Xing) '13	
TBA '13	
Michelle Eck '14	Mechanical Engineering
Ruth Vondracek '14	Library
Jonathan Kaplan '14	Philosophy
Doug Keszler '14	Chemistry

*Alternate:*

*Executive Committee Liaison - Jack Higginbotham*

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## Administrative Appointments Committee

Membership -- 2010-2011

Jun Xing, Chair '13	Ethnic Studies
Elizabeth Etherington '11	Forest Science
Kate Hunter-Zaworski '11	Civil Engineering
Kurt Peters '11	Ethnic Studies
Alex Sanchez '12	Education
Jim McAlexander '12	Business
Eric Alexander '12	Educational Activities
Peggy Dolcini '13	Public Health
Kelly Kozisek '13	Procurement/Contract Services
<i>Alternate:</i>	

*Executive Committee Liaison - Leslie Burns*

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## Administrative Appointments Committee

Membership -- 2009-2010

Bill Lunch '10	Political Science
Valerie Rosenberg '10	International Programs
Jun Xing '10	Ethnic Studies
Elizabeth Etherington '11	Forest Science
Kate Hunter-Zaworski '11	Civil Engineering
Kurt Peters '11	Ethnic Studies
Alex Sanchez '12	Education
Jim McAlexander '12	Business
Eric Alexander '12	Educational Activities

*Alternate:*

Ann Asbell '10                      Nutrition & Exercise Science

*Executive Committee Liaison - John Selker*

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## Administrative Appointments Committee

Membership -- 2008-2009

Bill Lunch '10, Chair	Political Science
Eric Alexander '09	Student Leadership & Involvement
Jan Cyrus '09	Fisheries & Wildlife
Linda Hoyser '09	Food Science & Technology
Valerie Rosenberg '10	International Programs
Jun Xing '10	Ethnic Studies
Elizabeth Etherington '11	Forest Science
Kate Hunter-Zaworski '11	Civil Engineering
Kurt Peters '11	Ethnic Studies

### *Alternates:*

Joshua Gana '09                      University Housing & Dining Services

*Executive Committee Liaison - Deb Pence*

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## Administrative Appointments Committee

Membership -- 2007-2008

Sheryl Thorburn '08, Chair	Public Health
Hilary Eгна '08	CRSP
Jaga Giebultowicz '08	Zoology
Eric Alexander '09	Student Health Services
Jan Cyrus '09	Fisheries & Wildlife
Linda Hoyser '09	Food Science & Technology
Bill Lunch '10	Political Science
Valerie Rosenberg '10	International Programs
Jun Xing '10	Ethnic Studies

*Alternate:* Kurt Peters '08      Ethnic Studies

Executive Committee Liaison - Deb Pence

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## Administrative Appointments Committee

Membership -- 2006-2007

Alex Sanchez '07, Chair	Education
Sandie Franklin '07	OSU-Cascades
Shiao-ling Yu (v. French) '07	Foreign Languages and Literatures
Hilary Eгна '08	CRSP
Jaga Giebultowicz '08	Zoology
Sheryl Thorburn '08	Public Health
Eric Alexander '09	Student Health Services
Jan Cyrus '09	Fisheries & Wildlife
Linda Hoyser '09	Food Science & Technology

*Alternate:* Ann Asbell '07

Executive Committee Liaison - Moira Dempsey

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## Administrative Appointments Committee

Membership -- 2005-2006

Alex Sanchez '07, Chair	School of Education
Ann Asbell '06	Health & Human Sciences
Judy Hughes (v. Obermiller) '06	Human Resources
Tom Scheuermann '06	University Housing & Dining Services and College of Education
Sandie Franklin '07	Cascades Campus
Patrick French '07	Animal Sciences
Hilary Egna '08	CRSP
Sheryl Thorburn '08	Public Health
Jaga Giebultowicz '08	Zoology

*Alternate:*

Executive Committee Liaison - Moira Dempsey

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## Administrative Appointments Committee

Membership -- 2004-2005

Bill Boggess '05, Chair	Agricultural & Resource Economics
Nancy Allen '05 (v. McDaniel)	Fisheries & Wildlife
Maggie Niess '05	Science and Mathematics Education
Ann Asbell '06	Health & Human Sciences
Judy Hughes (v. Obermiller) '06	Human Resources
Tom Scheuermann '06	University Housing & Dining Services
Sandie Franklin '07	Cascades Campus
Patrick French '07	Animal Sciences
Alex Sanchez '07	School of Education

*Alternate:*

Jaga Giebultowicz '05                      Zoology

Executive Committee Liaison - Lynda Ciuffetti

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## Administrative Appointments Committee

Membership -- 2003-2004

Mina McDaniel '05, Chair	Food & Science Techology Agricultural & Resource Economics
Hillary Egna '04	Political Science
William Lunch '04	Valley Library
Loretta Rielly '04	Agricultural & Resource Economics
Bill Boggess '05	Science and Mathematics Education
Maggie Niess '05	Health & Human Sciences
Ann Asbell '06	Agricultural & Resource Economics University Housing & Dining
Fred Obermiller '06	Services
Tom Scheuermann '06	
<i>Alternate:</i>	
Maria Olaya '06	Foreign Languages & Literatures

Executive Committee Liaison - Susan Shaw

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## Administrative Appointments Committee

### Membership -- 2002-2003

Fred Obermiller (v. Schori) '03, Chair	Agricultural & Resource Economics
Greg Rorrer '03	Chemical Engineering
Mike Unsworth '03	Oceanic & Atmospheric Sciences
Hillary Eгна '04	College of Agricultural Sciences
William Lunch '04	Political Science
Loretta Rielly '04	Valley Library
Bill Boggess '05	Agricultural & Resource Economics
Mina McDaniel '05	Food & Science Technology
Maggie Niess '05	Science and Mathematics Education
<i>Alternates:</i>	
Tom Scheuermann '03	University Housing & Dining Services

Executive Committee Liaison - Susan Shaw

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## Administrative Appointments Committee

Membership -- 2001-2002

Fred Obermiller (v. Schori) '03, Chair	Agricultural Resource & Economics
Alan Herlihy '02	Fisheries & Wildlife/EPA Lab
Becky Johnson (v. Tolar Burton) '02	Forest Resources
Mary Prucha '02	Graduate School
Greg Rorrer '03	Chemical Engineering
Mike Unsworth '03	Oceanic & Atmospheric Sciences
Hillary Egna '04	College of Agricultural Sciences
William Lunch '04	Political Science
Loretta Rielly '04	Valley Library
<i>Alternates:</i>	
Tom Scheuermann '03	University Housing & Dining Services

Executive Committee Liaison - Paul Doescher

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## Administrative Appointments Committee

Membership -- 2000-2001

Fred Obermiller '01, Chair	Agricultural Resource & Economics
William Lunch (v. McCullough) '01	Political Science
Michael Oriard '01	English
Alex Sanchez (v. Engel) '01	Education
Tom Scheuermann '01	Univ. Housing & Dining Services
Becky Johnson (v. Tolar Burton) '02	Forest Resources
Alan Herlihy '02	Fisheries & Wildlife/EPA Lab
Mary Prucha '02	Graduate School
Greg Rorrer '03	Chemical Engineering
TBA (v. Schori) '03	
Mike Unsworth '03	Oceanic & Atmospheric Sciences

Executive Committee Liaison - Paul Doescher

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## Administrative Appointments Committee

Membership -- 1999-2000

Walt Loveland '00 Chair	Chemistry
May Ying Chau '00 (v. Sawyer) '00	Information Services
Jodi Engel '01	Education
William Lunch (v. McCullough) '01	Political Science
Fred Obermiller '01	Agricultural Resource & Economics
Vicki Collins '02	English/WIC
Alan Herlihy '02	Fisheries & Wildlife/EPA Lab
Mary Prucha '02	Graduate School

Executive Committee Liaison - Bruce Sorte

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## Administrative Appointments Committee

### 2012 – 2013 Agendas

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### Administrative Appointments Committee

#### 2011 – 2012 Agendas

- [October 19](#)

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## Administrative Appointments Committee

### Annual Report 2012-2013

#### Committee Membership

Ruth Vondracek, Chair '14	Library
Peggy Dolcini '13	Social & Behavioral Health Science
Kelly Kozisek '13	Procurement/Contract Services
Michelle Eck '14	Mechanical Engineering
Jonathan Kaplan '14	Philosophy
Doug Keszler '14	Chemistry
Jackie Babich '15	Intercollegiate Athletics
Jan Cyrus '15	Fisheries & Wildlife
Paul Doescher '15	Forest Ecosystems & Society
Jack Higginbotham '15	College of Science
TBA '15	
TBA '15	

*Alternate: TBA*

*Executive Committee Liaison – Kate Hunter-Zaworski*

#### Search Committee Activities in the 2012-2013 Academic Year

The AAC was asked to provide input into three searches this year. As in 2011-2012 the Committee was consulted earlier in the process than in years past and, because of this, had more input into the process. The three searches for which AAC was involved with or consulted on with specific AAC representatives are listed below:

1. Vice-President of Finance and Administration: Doug Keszler, Kevin Gable  
Some intermittent delays occurred at the start of the search, but this helped ensure full participation by the Committee in the development of the position description, selection of a search firm, and development of search criteria. Faculty on the search Committee were full participants in all phases, and faculty concerns were aired and largely adopted in the final selection. The Committee Chair led an open, inclusive, and highly professional process that successfully concluded with the hiring of Glenn Ford.
2. Dean of the College of Science (search continued from 2011-2012). Jon Dorbolo (from EC due to limited AAC numbers in 2011-2012)  
No report was received concerning this search Committee. A candidate was successfully hired into this position.
3. OSU-Cascades Finance and Strategic Planning – consulted, no AAC member appointed.  
The Committee received no reports on the outcome of this search.

#### Search Committees Anticipated in 2013-2014:

- Vice Provost for Student Affairs
- Dean of Veterinary Medicine

#### Future Recommendations

To better perform AAC functions, current members have made the following recommendations for future Committee members:

1. We have been pleased to see that AAC members have been included in earlier stages of the search process. We would prefer that the AAC be asked for suggestions for search Committee members, rather than being asked to approve AAC members pre-selected by the administration.
2. The AAC Standing Rules indicate that the Committee recommends three faculty members with a minimum of one member from the AAC. To date the AAC has been asked to recommend one person. The need to have three faculty representatives on a given search Committee should be taken into account as the search Committee is being formed.
3. The Committee continues to have fewer members than allotted; while this did not cause difficulties in 2012-2013, it does provide more flexibility for the Committee to have a complete slate of members.
4. Search advocate training for Committee members remains critical. The Committee should arrange training for members in the upcoming year.

Respectfully submitted,

Ruth Vondracek, Chair

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# Faculty Senate

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## Administrative Appointments Committee

### 2011-2012 Annual Report

#### Committee Membership

Eric Alexander, Chair '12	Student Affairs, Student Leadership & Involvement
Charlotte Headrick '12	Speech Communication
TBA (v. McAlexander) '12	
Alex Sanchez '12	Education
Peggy Dolcini '13	Public Health
Kelly Kozisek '13	Procurement/Contract Services
TBA (v. Xing) '13	
TBA '13	
Michelle Eck '14	Mechanical Engineering
Ruth Vondracek '14	Library
Jonathan Kaplan '14	Philosophy
Doug Keszler '14	Chemistry

*Executive Committee Liaison: Jack Higginbotham*

#### Search Committee Activities in the 2011-12 Academic Year

The AAC was asked to provide input into six searches this year. The committee was consulted earlier in the process than in years past and was happy to engage the processes (though with our limited numbers we were often overwhelmed given our roles on other search committees as well). The six searches for which AAC was involved with specific AAC representatives are listed below:

1. Dean of Honors College: Charlotte Hedrick
2. Dean of the College of Science: Jon Dorbolo (from EC due to limited AAC numbers)
3. Director of Human Resources: consulted, no AAC member to sit on committee
4. Interim Dean of Science: Jonathan Kaplan
5. Dean of Forestry: Ruth Vondracek
6. Dean of Engineering: Doug Keszler

#### Follow-up from Past Recommendations

The AAC considered the following recommendations from the past year. Outcomes of those recommendations are noted:

1. Hold an orientation for new AAC members, inviting the Faculty Senate President to join, at the beginning of Fall term;
  - OUTCOME: Initial AAC meeting was held at the beginning of the year. However, there is a need to enhance the type of curriculum to be utilized for training (see suggestions below).
2. Conduct Search Advocate Training for all AAC Members
  - All members were encouraged to engage in Search Advocate training. Some members were able to participate.
3. Schedule an end-of-the-year AAC meeting to debrief on searches for the year and draft the annual report collectively.
  - Completed on May 20, 2012.

#### Future Recommendations

To better perform AAC functions, current members have made the following recommendations for future committee members:

1. Though we are glad to see the continued commitment to including AAC members in administrative appointment searches, AAC members need to be engaged earlier in process to truly act as search advocate (prior to PD being sent forward).

2. There is a need to add 2-3 more members or we could use EC and AAC alumni as back-up.
3. Search advocate training is critical. Since the AAC is trying to define the role it should play on search committees (beyond a faculty presence), we recommend that we target folks from the search advocate training to become AAC members.
4. Orientation suggestions for the AAC:
  - a. Discuss the history of AAC and the need for AAC membership on administrative search committees (given the shared governance model at OSU).
  - b. Discuss the contributions to searches the AAC member plays (either as a faculty representative, as a search advocate, or both).
  - c. Incorporate elements of Search Advocate training (connect with Anne Gillies, Office of Equity and Inclusion).

Respectfully Submitted,

Eric Alexander  
Chair - Administrative Appointments Committee

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## Administrative Appointments Committee

### 2010-2011 Annual Report

#### 2010-2011 Membership

Jun Xing, Chair '13	Ethnic Studies
Elizabeth Etherington '11	Forest Science
Kate Hunter-Zaworski '11	Civil Engineering
Kurt Peters '11	Ethnic Studies
Alex Sanchez '12	Education
Jim McAlexander '12	Business
Eric Alexander '12	Educational Activities
Peggy Dolcini '13	Public Health
Kelly Kozisek '13	Procurement/Contract Services

*Executive Committee Liaison: Leslie Burns*

#### Activities in the 2010-11 Academic Year

##### **Standing Rules Update Recommendations**

The AAC Standing Rules have not been updated for over a decade since 1998. In response to a request from the Senate President and the university administration, AAC members met many times over the year, discussing possible changes and updates for the Standing Rules. In February, formal recommendations were sent to the Committee on Committees for further action by the Senate. The Faculty Senate approved the attached [Standing Rules revisions](#) on June 9, 2011.

##### **Searches**

The AAC was asked to provide input into eight searches this year. Initially, requests were made quite late in the search process, mostly asking for AAC representation on search committees only. The AAC chair met with provost office staff in December. The meeting clarified key search procedures and AAC functions, after which AAC were engaged at earlier points and the AAC was able to provide more complete feedback into the search process. The eight searches for which AAC was involved with specific AAC representatives were listed below:

1. Dean of Education: Eric Alexander
2. University Librarian: Eric Alexander
3. Associate Provost for International Programs: Alex Sanchez
4. University Ombuds: Alex Sanchez
5. Alumni Director: Jim McAlexander
6. VP for Marketing and University Relations: Jun Xing
7. Director for Budget and Finance: Liz Etherington
8. Gradual School Dean: Liz Etherington

##### **Future Recommendations**

To better perform AAC functions, current members have made the following recommendations for future committee members:

1. Hold an orientation for new AAC members, inviting the Faculty Senate President to join, at the beginning of Fall term;
2. Conduct Search Advocate Training for all AAC Members;
3. Schedule an end-of-the-year AAC meeting to debrief on searches for the year and draft the annual report collectively.

Respectfully Submitted,

Jun Xing, AAC Chair

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## Administrative Appointments Committee

### 2007-2008 Annual Report

#### 2007-08 Membership

Sheryl Thorburn, Chair '08	Public Health
Hilary Egna '08	CRSP
Jaga Giebultowicz '08	Zoology
Linda Hoyser '09	Food Science & Tech.
Eric Alexander '09	Student Health Svc.
Jan Cyrus '09	Fisheries & Wildlife
Bill Lunch '10	Political Science
Valerie Rosenberg '10	International Programs
Jun Xing '10	Ethnic Studies
Alternate: Kurt Peters '08	Ethnic Studies

Executive Committee Liaison: Initially, Moira Dempsey; followed by Deb Pence

#### Activities in the 2007-08 Academic Year

In recent years, the Standing Rules for the AAC have not been uniformly followed. The 2007-08 AY has been a transition year, as the President of the Faculty Senate and Chair of the AAC have worked with the administration to establish a process that would be consistent with the intentions of the standing rules for the committee. The AAC was asked to provide input into six searches this year. The point in the search at which the request was made and the type of input requested varied. As the year progressed and people were made aware of the process, requests were made at earlier points in the search process and the AAC was able to provide more complete and thoughtful input. The AAC's activities and recommendations for the following six searches are summarized below:

1. Dean of the University Honors College
2. Associate Provost for International Programs
3. CLA Dean
4. Dean of Academic and Student Affairs for the Cascades Campus
5. Associate Provost for Academic Success and Engagement
6. Dean of the College of Agricultural Sciences

#### **Dean of the University Honors College**

The Chair of the AAC was asked if it was acceptable to invite AAC member Jun Xing to serve on this committee. Jun Xing was subsequently invited.

#### **Associate Provost for International Programs**

We were asked to review and provide feedback within a few days on a list of people who had been invited to serve on this search committee. The majority of committee members reviewed the list. AAC member Hillary Egna volunteered to serve on this search committee, and we made that recommendation. Hillary Egna was subsequently invited to serve on this search committee.

#### **CLA Dean**

We were asked to provide the name of an AAC member who was willing to serve on this search committee

and to provide input on a list of tentative search committee members; we were asked to provide this input in a short timeframe (2 business days). Three committee members volunteered to serve on the committee: Valerie Rosenberg, Linda Hoyser, and Eric Alexander. In addition, two suggestions (one general and one specific individual) for members from the faculty/staff at large were made. Eric Alexander was invited to serve on this search committee as an AAC member and in response to one of the suggestions made for having representation from student affairs.

### **Dean of Academic and Student Affairs for the Cascades Campus**

We were given a few days to provide input into this search. The following AAC members volunteered to serve on this search committee: Linda Hoyser, Jaga Giebultowicz, and Sheryl Thorburn. We also provided recommendations (general recommendations and specific individuals) for search committee members from the faculty/staff at large. AAC members Linda Hoyser and Jaga Giebultowicz were invited to serve on this search committee. It is unclear whether other faculty or staff were invited to serve on the committee as a result of our recommendations.

### **Associate Provost for Academic Success and Engagement**

We were given four days to provide input into this search. The following AAC members volunteered to serve on this search committee: Linda Hoyser, Jaga Giebultowicz, Valerie Rosenberg, Bill Lunch, and Sheryl Thorburn. We also recommended seven individuals from the faculty/staff at large. AAC Chair Sheryl Thorburn was invited to serve on this search committee. Skip Rochefort, who was one of the recommendations from the faculty at large, was also invited to serve.

### **Dean of the College of Agricultural Sciences**

The following AAC members volunteered to serve on this search committee: Lynda Hoyser, Bill Lunch, Kurt Peters, and Hillary Egna. In addition, AAC members provided several specific and general recommendations for members from the faculty/staff at large. The AAC Chair was told that AAC member Kurt Peters would be invited to serve on this committee; in addition, several other members of the proposed search committee match the recommendations made by the AAC.

### **AAC Chair Recommendation**

Requests for input into search committees are sent to the AAC Chair, who then communicates with other committee members via e-mail. We do not hold any in-person meetings. I would like to recommend that the AAC have one meeting during the first 1-3 weeks of Fall term. The purpose of the meeting would be for the Chair and committee members to meet each other, review the Standing Rules, and review expectations for committee members' participation. The AAC Chair from the previous year could also attend to share his/her experience and knowledge of the committee's activities.

Respectfully Submitted,

Sheryl Thorburn, Committee Chair

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## Administrative Appointments Committee

### 2006-2007 Annual Report

The committee was requested to provide a committee representative to the following positions:

1. Transit and Parking Services Manager--committee represented by the chair
2. Dean, College of Liberal Arts--committee represented by the chair

#### 2006-2007 Membership

Alex Sanchez '07, Chair	Education
Sandie Franklin '07	OSU-Cascades
Shiao-ling Yu (v. French) '07	Foreign Languages and Literatures
Hilary Egna '08	CRSP
Jaga Giebultowicz '08	Zoology
Sheryl Thorburn '08	Public Health
Eric Alexander '09	Student Health Services
Jan Cyrus '09	Fisheries & Wildlife
Linda Hoyser '09	Food Science & Technology
<i>Alternate:</i> Ann Asbell '07	

Respectfully submitted,  
Alex A. Sanchez, Committee Chair

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## Administrative Appointments Committee

### 2005-2006 Annual Report

According to the Standing Rules, the Administrative Appointments Committee (AAC) represents the interests of the faculty as a whole and the University on search committees involving high level administrative positions. These positions include Deans, General Administration (Provost, Vice President, Vice Provost, Associate Provost), and other significant positions such as Registrar, Admissions Director, etc. The AAC representatives on such Search Committees are to monitor and review policies and procedures used in filling positions, and as appropriate the AAC is to make recommendations for changes in such policies and procedures to the Faculty Senate and to the President.

At the end of the school year, the Administrative Appointments Committee consisted of:

Alex Sanchez '07, Chair	College of Education
Ann Asbell '06	Health and Human Sciences
Judy Hughes (v. Obermiller) '06	Human Resources
Tom Scheuermann '06	Univ. Housing & Dining Svcs /Coll. of Education
Sandie Franklin '07	Cascades Campus
Patrick French '07	Animal Sciences
Hilary Egna '08	CRSP
Sheryl Thorburn '08	Public Health
Jaga Giebultowicz '08	Zoology
Executive Committee Liaison - Moira Dempsey	

Members of the Committee serving on search committees were as follows:

Sheryl Thorburn is currently serving on the search committee for Dean of Veterinary Medicine. The search process is underway.

Ann Asbell served on the search committee for Director of Student Athlete Academic Services. The new Director will begin her appointment on June 30, 2006.

Nancy Allen served on the search committee for Dean of Extension. The new dean started his appointment on September 1, 2005.

Respectfully submitted,  
 Alex A. Sanchez  
 Committee Chair  
 Professor  
 College of Education  
 26 June, 2006

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# Faculty Senate

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## Administrative Appointments Committee

### 2000-2001 Annual Report

According to the Standing Rules, the Administrative Appointments Committee (AAC) represents the interests of the faculty as a whole and the university on Search Committees involving high level administrative positions. These positions include Deans, General Administration (Provost, Vice President, Vice Provost, Associate Provost), and other significant positions such as Registrar, Admissions Director, etc. The AAC representatives on such Search Committees are to monitor and review policies and procedures used in filling positions, and as appropriate the AAC is to make recommendations for changes in such policies and procedures to the Faculty Senate and to the President.

Although it does not rise to the level of recommendations, one suggestion is made for Faculty Senate Executive Committee consideration at the end of this report.

Due to the number of administrative position vacancies and searches during School Year 2000-2001, this was a very busy year for the Committee. The situation was complicated by the resignation of a member of the Committee (Vicki Tolar Burton) shortly before the school year began bringing the number of Committee members down from nine (the standard size of the Committee) to eight, and by the unavailability of two members (Mary Prucha, Alan Herlihy) for assignments during the first few months of the school year. An additional member of the Committee (Dick Schori) resigned at the end of November 2000.

Under these circumstances demand almost exceeded the supply of members available for assignment particularly during the first part of the school year but, thankfully, the Faculty Senate Office was able to locate faculty who were willing to be added to and actively serve on the Committee as the school year progressed (Mike Oriard, Rebecca Johnson, Tom Scheuermann). Nonetheless, as Committee chair, I felt that the Committee was understaffed, and in a September 2000 email to the Faculty Senate Office recommended increasing the size of the Committee to at least ten active members in the future. I addressed the issue again in a presentation made to the Faculty Senate during the January 11, 2001, meeting and suggested that perhaps as many as 12 faculty members should be appointed to future Administrative Appointments Committees.

### **At the end of the school year, the Administrative Appointments Committee consisted of:**

Fred Obermiller, chair  
Alan Herlihy  
Rebecca Johnson  
Bill Lunch  
Mike Oriard  
Mary Prucha  
Greg Rorrer  
Alex Sanchez  
Tom Scheuermann  
Mike Unsworth

### **Members of the Committee serving on Search Committees were as follows:**

Vice Provost for Academic Affairs (Obermiller, Sanchez)  
Associate Vice Provost for Academic Affairs (Obermiller, Sanchez)  
Dean of the Graduate School (Prucha)  
Dean of Health and Human Performance (Johnson)  
Dean of Oceanography (Herlihy)  
Dean of Science (Unsworth, Scheuermann)

Vice Provost for Research (Lunch, Oriard)

Assoc. Vice Pres. for Finance and Administration/Director of Facility Services (Scheuermann)

In addition to the above, during the school year there were searches underway for the Dean of Veterinary Medicine and the Dean of Business, but our Committee (at least as appointed for the 2000-2001 School Year) apparently was not represented on those Search Committees. Similarly, the Administrative Appointments Committee was not asked to provide potential Search Committee members for the positions to be filled on the Cascades Campus.

Shortly after Sabah Randhawa was appointed VPAA, I met with Gigi Bruce to review the types of positions for which the AAC was to provide representatives, and who those representatives might be for Search Committees appointed in the previous school year. I thought that the meeting clarified matters with respect to representation by type of position but not with respect to who were the members drawn from the previous school year's Committee.

As the chair of the AAC for the forthcoming school year, if it meets with the approval of the Executive Committee, I intend to again meet with Gigi and Sabah before the beginning of Fall Term 2001 to discuss and clarify the nature of the positions that fall within the scope of responsibility of the AAC. Another matter for our discussion should be the implementation of some mechanism such that AAC representation on appropriate Search Committees does not fall through the slats in the future.

My suggestion for Executive Committee consideration is to expand the size of the AAC from nine members (as at present) to twelve members. Presently, nine members have been appointed for the next school year. Will we be asked to provide nominees for Cascades Campus positions? How many Corvallis-based positions are to be vacated in 2001-2002? If our experience this past school year is repeated, it may be less a matter of whether we will exhaust our Committee resources, than when.<

Submitted by:

Fred Obermiller, chair 2000-2001

August 10, 2001

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## Administrative Appointments Committee

Annual Report 1998-99

<u>Committee Members</u>	<u>Term Expires</u>	<u>Unit</u>
Ann Asbell, Chair	1999	Exercise and Sports Science
Mike Burke	1999	Agricultural Sciences
Ed McDowell	1999	Industrial & Manufacturing Engr.
May Ying Chau	2000	Information Services
Walt Loveland	2000	Chemistry
Teresa Sawyer	2000	Botany & Plant Pathology
Jodi Engel	2001	Education
Brenda McCullough	2001	Foreign Language & Literature
Fred Obermille	2001	Agricultural & Resource Economics

### Search Committees on which Administrative Appointments Committee Members Served

Dean, College of Forestry  
Assigned November 11, 1998 - Work still in progress  
Mike Burke  
May Ying Chau

Dean, Distance and Continuing Education  
Assigned March 5, 1999 - Work still in progress  
Fred Obermiller

Director of Financial Aid  
Search completed and successful  
Jodi Engel

Interim Dean, College of Science  
Assigned approximately June 10 - interviews concluded - negotiations taking place  
Ann Asbell

### Discussion Items

The AA committee met as a group December 2, 1998. Items of discussion were:

- What are the responsibilities of committee members?  
This will be different each time. If there is internal stress within a unit, the AA representative adds an unbiased voice and can help solidify the faculty/staff on the search committee. The AA member can bring a different perspective to the search committee. An AA representative assures general faculty representation and should be a fully participating member of the search committee. When reviewing candidates the AA representative should look for evidence of participation on and/or interaction with faculty governance bodies by the candidates.
- How many people from the AA Committee should serve on search committees?  
Up to 3 people can be appointed. For a dean's search, one representative is sufficient provided there is adequate faculty representation and diversity.
- Which searches would be taking place in 1998-99 that are know as of this date.

### Future Project

Incoming president, Ken Williamson, met with Ann Asbell, January 15. He suggested that the

AA Committee gather information on the number of each type of search that had taken place through the years, probably the last 5-10 years. The types are: full search, waiver of search, and accelerated search. It was not decided whether this information would be gathered on administrative searches only or all searches. The purpose of gathering this information would be to inform the Faculty Senate. No members of the 1998-99 Committee were interested in starting this research at this time.

Respectfully Submitted, 7/20/99

Ann Asbell, chair  
Ann.Asbell@orst.edu  
737-6811

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## Administrative Appointments Committee

Annual Report 1997-98

<u>Committee Members</u>	<u>Term Expires</u>	<u>Affiliation</u>
Ann Asbell	1999	Exercise and Sports Science
Mike Burke	1999	Agricultural Sciences
May Chau	2000	Information Services
Carroll DeKock	1998	Science
Irma Delson	1998	Oceanic and Atmospheric Sciences
Jodi Engel	1998	Home Economics and Education
Ed McDowell	1999	Engineering
Walt Loveland	2000	Science
Teresa Sawyer	2000	Science

### Search Committees on which Administrative Appointments Committee Members Served

#### Associate Provost for Research

Mike Burke  
Bill Lunch

#### Dean, College of Engineering

Bart Thielges

#### Dean, College of Pharmacy

Ann Asbell  
Walt Loveland

#### Associate Dean, Graduate School

Irma Delson

#### Vice President for Finance and Administration

Walt Loveland  
Ed McDowell

The searches for the Vice Provost for Research, Associate Dean of the Graduate College and the Dean of Engineering have been completed. The other searches are ongoing at the present time. The Standing Rules for the Administrative Appointments Committee were changed this year to make them more consistent with the present administrative structure of the university. The present charge includes representation on search committees for Provost, Vice President, Vice Provost, Associate Provost, all positions at the Dean level, and other positions of academic significance (including the University Honors College Director, Undergraduate Academic Programs Director, Admission and Orientation Director, and Registrar).

Respectfully Submitted

Mike Burke, Associate Dean

137 Strand Hall, College of Agricultural Sciences  
Oregon State University  
Corvallis, Oregon 97331

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## Administrative Appointments Committee

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Agenda

## Administrative Appointments

**October 17, 2012**  
**3:00 PM-4:40 PM**  
**109 Gilkey Hall**

### Agenda

1. Welcome/Introductions
2. [AAC Standing Rules](#) Review (information)
3. Recruit diverse voices
4. Develop summary points following each search
5. Review [Annual Report 2011-2012](#)
6. Current Searches (if any)
7. Search Advocate Training
8. Next Meeting

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## Administrative Appointments

**May 29, 2013**  
**9:00 - 10:00 AM**  
**109 Gilkey Hall**

### Agenda

1. Discuss this year's committee activity
2. Discuss possible committee member availability for two searches that may begin during the summer
3. Seek nomination for next year's Chairperson
  - These recommendations will go to Faculty Senate Executive Committee for a final decision.

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# Faculty Senate

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Agenda

## Administrative Appointments

**December 11, 2013**  
**10:30 - 11:30 AM**  
**109 Gilkey Hall**

### Agenda

1. Introductions and welcome to new members
2. Review [AAC Standing Rules](#) and expectations for committee members
3. Brief updates on current searches in progress
4. Discuss upcoming searches – if known
5. Discuss possibilities for search advocacy training
6. Next meeting

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# Faculty Senate

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## Administrative Appointments

**October 19, 2011**  
**3:00 PM ~ 109 Gilkey Hall**

### Agenda

1. Welcome/Introductions
2. AAC Standing Rules Review (information)
  - a. Recruit diverse voices
  - b. Develop summary points following each search
3. Current Searches (assign)

#### DEAN OF FORESTRY

Chair

AAC rep

Student rep

Foundation rep

External rep

Clair Montgomery, FERM

Barb Lachenbruch, WSE/FES

Dave Shaw, FERM/Extension

Jeff McDonnell, FERM

Fred Kamke, WSE

Paul Doescher, FES

Kiri Hughes, CoF Student Services

Matt Betts, FES

Matt Shinderman, Natural Resources, OSU-Cascades

#### DEAN OF ENGINEERING

Chair

AAC rep

Student rep

Foundation rep

External rep

Don Neubaum, College of Business

Kate Hunter-Zaworski, CCE (and Faculty Senate)

Ellen Momsen, CoE Women & Minorities Program

Kathy Higley, NERHP

Goran Jovanovic, CBEE

Karti Mayaram, EECS

David Trejo, CCE

David Cann, MIME

Marla Hacker, Academic Dean, OSU-Cascades

4. Search Advocate Training
5. Next Meeting

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