

Position Information				
Position Title			Job Title	
Administrator 1 – Dept Head (U2139)			Department Head	
Department				
FOR – Forest Eng/Resources/Mgmt (FOR)				
Employee Name			Effective Date	
Position Number	App %	Appt Basis	FLSA Status	Job Location
	100	12	Exempt – Professional/Not Eligible for Overtime	Corvallis
Faculty Status: Regular			Tenure Status: Tenured Administrator	

To ensure full consideration, applications must be received by **February 15, 2018**. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled, no later than **February 28, 2018**. The closing date is subject to change without notice to applicants.

When applying you will be required to attach the following electronic documents:

- 1) A Curriculum Vitae (CV) that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as 'Professional References' if not included with your CV).
- 2) A cover letter that responds to each of the minimum/required and preferred qualifications.
- 3) A one-page statement on how you have demonstrated cultural competency and your commitment to diversity in your current or previous employment (Upload as 'Diversity Statement').

For additional information please contact: Adrienne Wonhof, [adrienne.wonhof@oregonstate.edu](mailto:adrienne.wonhof@oregonstate.edu), 541-737-4279.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community and has a practice of being responsive to the needs of dual-career couples.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

## Position Responsibilities

### ***Brief Position Description:***

Serves as chief administrative officer of an academic department, providing leadership, fiscal management, and coordination of teaching, research, extension and/or service programs. Serves at the discretion of the Dean.

### ***Position Summary:***

Forest Engineering, Resources, and Management (FERM) is one of three departments in the top-ranked College of Forestry at Oregon State University (OSU). Faculty in the department are recognized for thought-leadership in a wide range of fields including forest management, engineering, biometrics, hydrology, forest health, economics, silviculture, and more, working to develop innovative solutions and practices that advance sustainable forestry. Bachelors, masters, and doctoral graduates are well positioned to become leaders in the practice and study of all aspects of forest management and restoration, from regeneration through harvest, for multiple land use objectives. The Department Head is an innovative leader who guides faculty towards success in teaching, research, and extension; ensures that graduating students are well prepared to enter the workforce or continue their studies; and brings forward an engaged and diverse stakeholder base across the array of disciplines within the department. The Department Head works as a member of the College's leadership team and is responsible for all aspects of academic program delivery within the Department.

### ***Decision-making:***

The Department Head will lead the Department as it continues to shape its culture and future, carrying ongoing initiatives forward, and facilitating inclusive, effective communication and collaboration within and beyond the Department. The Department Head will provide leadership in research, teaching, and extended education and administer the personnel, financial and physical resources of the Department (as assigned by the Dean). The Department Head will also lead in coordinating teaching and departmental curricula, faculty and staff recruitment, budget and operational planning, and will represent the Department to the College, University, and to public and private stakeholders and donors. The Department Head functions as a member of the College of Forestry's Executive Committee and is a member of the Dean's Staff.

### ***Duties:***

#### **30% - Leadership:**

The Department Head is responsible for leading a diverse group of faculty to implement a common mission: to develop, communicate, and teach the science, engineering, and policy necessary for sustainable management of forest, land, and water resources to achieve economic, environmental, and social objectives. The Department Head will:

- Inspire faculty to develop a departmental vision representative of the fit within the College; find opportunities where others might see constraints; display a capacity for integrative and creative thinking and an ability to see ongoing initiatives through to implementation.
- Work collaboratively across the College and University to seek and build connections that advance the teaching, research, and extension conducted by faculty, including direct engagement with College of Engineering leadership to sustain close working relationships between the two Colleges on the joint Forest Engineering (FE)/Civil Engineering (CE) degree program.
- Serve as a member of the Forestry Executive Committee and the Dean's Staff shaping the College for the future.
- Build and maintain morale, unity, and a common sense of purpose among the department faculty, staff and students and facilitate an environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Serve as the Director of Faculty of Professional Forestry, engaging them and external Advisory Boards in curriculum assessments and student success.
- Provide leadership and active mentorship for faculty development.

#### **30% - Administration:**

The Department Head will be fiscally responsible and capable of making and implementing potentially difficult, but necessary, decisions in order to use resources effectively. The Department Head will:

- Refine, articulate, and implement the Departmental Vision and Mission with an understanding of the implications this has within the broader College and University systems.
- Recruit and retain high quality faculty, staff, and students and foster their professional growth, productivity, and recognition to advance the Department's vision and mission.

- Demonstrate the Department's commitment to the College's Diversity, Equity, and Inclusion strategic plan, including recruiting women, people of color and members of other under-represented groups into the Department's student, faculty, and staff populations and advisory groups.
- Make and take responsibility for the decisions needed to steer the program in light of fiscal or managerial challenges. Manage Departmental resources and people. Set priorities for allocating resources within the Department for teaching, research, and outreach; manage the associated budgets; and seek operational efficiency.
- Manage endowments in excess of \$15 million to meet department and college objectives.
- Advocate for and represent the Department within the College and beyond.
- Support a respectful and productive working environment for departmental staff; address difficult personnel issues constructively, should they arise.
- Maintain transparency in decision making, exhibiting honest and frank communications about decisions, once made.
- Balance faculty involvement in governance and administration with relief of faculty from excessive or unnecessary administrative burden.

#### **20% - External Relations:**

All College of Forestry departments foster strong relations with external stakeholders and supporters and maintain an extensive regional, national, and international network of contacts, including but not limited to the Advisory Boards' members. The Department Head will:

- Represent the Department to a variety of stakeholders from outside the University who are interested in and benefit from Department activities. These include such groups as alumni, forest industry, family forestland owners, public forestland management agencies, nongovernmental organizations, community groups, and conservation organizations.
- Seek to provide opportunities for external stakeholders to contribute to the Department and the College by:
  - ❖ Making financial contributions.
  - ❖ Involving themselves in Department activities such as presenting guest lectures, interacting with students, informing faculty and students of their interests and experiences.
  - ❖ Providing feedback to the Department as we develop and implement our vision.
  - ❖ Portraying the Department to the public in order to enhance their understanding of our contributions to Oregon forests and society.

#### **20% - Advancement:**

The Department Head is responsible for advancement of the missions of the Department, College and University through:

- **Discovery:** Provide overall scope and focus for departmental research programs. Support faculty in the search for external research funding and the coordination of research activities with appropriate internal and external units. Encourage and facilitate the dissemination of research results through an array of outlets.
- **Learning:** Establish vision, goals, and objectives for departmental degree programs in concert with faculty, students, and stakeholders. Ensure cooperative relations with other departments in developing and administering curricula and graduate programs that cross departmental boundaries, and for which intellectual ownership is shared. Foster the maintenance of high academic and professional standards such that our students will reflect well on us as they move through their professional lives. Assist in recruiting and retaining students from a variety of backgrounds and fostering their professional development in alignment with the mission of our land grant status.
- **Engagement:** Participate in coordinated planning and goal setting for College of Forestry outreach education efforts, including the OSU Extension Forestry program. Interact with other University units and external parties in the development and implementation of cooperative ventures in extended education. Underscore the importance of creative and scholarly contributions in Extension and continuing education.

#### **Minimum Qualifications:**

- Earned PhD in forestry or a closely related field.
- Sufficient experience and achievement meriting appointment as a tenured full professor based on a record of teaching, research & service according to University guidelines.
- Demonstrable leadership and administrative skills with the ability to set challenging and attainable goals, to set priorities, and work with and inspire others to high levels of creative performance.
- Demonstrable cultural competency and experience promoting and enhancing diversity, equity and inclusion in the workplace, as well as ensuring transparency in decision-making and fairness in opportunity.
- This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et

seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.

**Preferred Qualifications:**

- Two or more years of programmatic leadership and administrative experience.
- Evidence of active engagement with the land, practical field experience, and familiarity with land management issues.
- Demonstrable strength in administrative organization, including experience in areas such as: personnel management, budget management and fundraising.
- Professional experience in science, education, management, policy or other relevant arena; understanding of an commitment to the research, teaching, and extended education functions of a Land Grant University.
- Evidence of the ability to foster high morale in communities such as academic, research, and others.
- Demonstrable record of positive engagement with funding agencies, industry and/or other stakeholders.
- Strong written, verbal, and interpersonal communication skills, which includes working effectively with people at various levels of an organization (i.e. Deans, faculty, students, senior administrators, government agencies, etc).

*Percentage of time on lead work duties:*  
30%

*Number & type of employees this position provides lead work for:*  
30-50 faculty, staff, graduate and undergraduate students

*Lead Work or Supervisory Responsibilities:*

Plans work, assigns work, approves work, disciplines/rewards, responds to grievances, hires/fires (or effectively recommends), prepares/signs performance evaluations/reviews

This position is designated as a critical, security-sensitive position; therefore, the incumbent must successfully complete a Criminal Background Check and be determined to be position qualified per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months.

Yes

This position must possess and maintain a current, valid Driver License and maintain a satisfactory driving record while serving in the position and be eligible to drive OSU Motor Pool Vehicles.

No

*Diversity Initiative*

For leadership positions, a demonstrable commitment to promoting and enhancing diversity is a required qualification.

*Working Conditions/Schedule*

Travel is required to local, state and national meetings on a fairly regular basis. Evening and weekend professional activities are occasionally required.

This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.

No