



ADMINISTRATIVE BYLAWS
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PREAMBLE

The dean of the College of Forestry has elected to adopt the following policies and procedures into bylaws to aid in effectively administering college education, research, Extension and outreach missions. These bylaws are and shall be consistent with all applicable university standards, practices, regulations and any Collective Bargaining Agreement (CBA). These bylaws can be superseded through amending procedures contained within them. Other subordinate policies to guide administrative duties and responsibilities may also be established to support and provide guidance for college operations, but these subordinate documents may not supersede the policies and procedures identified herein.

Members of the college desire to work together to meet the mission and vision of the college and its individual units. These bylaws reflect this spirit of shared governance among our community.

ARTICLE 1. THE COLLEGE

The College of Forestry is one of the only programs in the U.S. that conducts integrated research across every aspect of forestry — from forest floor to living room floor. We are committed to bringing together an inclusive array of minds and identifying and removing barriers to provide equitable access to research, learning and engagement. From the forests of the Pacific Northwest to ecosystems around the world, our work supports healthy landscapes, strong communities and thriving economies.

OUR MISSION

We explore, evaluate, communicate and catalyze new possibilities in forest, natural resource and wood sciences and advance sustainable solutions to challenges facing society.

OUR VISION

Through teaching, research and outreach, we aspire to create a more sustainable world.

OUR VALUES

Reciprocity

We acknowledge that our facilities and forests are located on the traditional homelands of a diversity of Indigenous peoples who were forcibly removed from their lands and relocated to reservations. We navigate, and are part of, systems that marginalize people, and we take thoughtful action to decolonize our practices and ensure a diverse, inclusive and equitable environment for work and study that honors sovereignty rights. We respect the contributions of Indigenous communities and center our work around the Seventh Generation Principle and incorporate multiple ways of knowing and cultural humility into our understanding and stewardship of natural resources.

Critical Thinking

We embrace sound scientific practices and alternative ways of knowing to educate and prepare students to become critical thinkers and successful communicators.

Student Success

We prioritize interactions, programs and services that provide transformative learning opportunities and enthusiastically support students in pursuit of their academic and professional goals.

Creativity

We embrace and promote the need for novel ideas and diverse voices to solve complex problems, engage in continuous improvement and advance knowledge and truth.

Inclusivity

We foster a culture of acceptance, equity, understanding, belonging and empowerment in our learning community and emphasize an environment that is welcoming to all.

Sustainability

We promote land and resource stewardship to strengthen and protect the connection between communities, people and the landscapes they inhabit in the Pacific Northwest and beyond.

Trust

We foster relationships and a culture of service within and beyond our college community and are committed to nurturing a climate of collaboration, accountability and trust with each other.

Care

We embrace a way of being that embodies openness, self-awareness, empathy, willingness to listen and a growth mindset of lifelong learning.

Our Commitment to a Safe, Equitable & Just Community

We aspire to create an environment in which all members of the community feel safe, respected and free at all times to participate in various undertakings of the college, including learning, teaching, administration and research. We recognize that inclusive excellence is a foundational value of OSU as an institution, enhancing all of the college's missions, and as such initiatives to advance equity and inclusion are integrated into the college's strategic plan and supported by all members of the college community.

As part of this commitment, we support students, staff and faculty who may want to raise concerns or instances of sexual misconduct, discrimination, harassment, bullying and retaliation. The [Office of Equal Opportunity & Access](#) has reporting forms and resources available to the entire OSU community. Additionally, we encourage all employees and students to raise concerns with their supervisor or with any staff or administrator with whom they are comfortable discussing such issues, including the dean or the leadership team. Concerns should ultimately be forwarded to and discussed with the leadership team and dean for reporting guidance, corrective actions to improve policies or behaviors, and for the opportunity to engage in restorative practices that rebuild trust. We commit to a process that addresses the concerns of our community members; this is a work-in-progress.

ARTICLE 2. THE DEAN

- A. Serves as the chief executive officer of the college and is responsible to the provost for its administration.
- B. Represents the college faculty in matters of educational policy at the university level.
- C. Develops a vision and builds support for the college's mission and future goals, consistent with the mission and goals of the college and university
- D. Convenes the Forestry Executive Committee and the college community in meetings open to all employees and students at least once per quarter to provide updates on the college's activities, challenges, successes, and initiatives.
- E. Formulates and presents policies to the college for review and comment and accepts requests to review revisions or additions to college policies from employees and students of the college.
- F. Serves as the medium of communication for all official business of the college with other campus authorities and the public.
- G. Represents the college to external stakeholders and seeks to enhance the reputation and reach of the college educational, research and outreach missions.
- H. Engages in fundraising to advance the mission and activities of the college

ARTICLE 3. DEPARTMENT HEADS

- A. Develops a vision and builds support for the department's mission and future goals, consistent with the mission and goals of the college and university.
- B. Ensures academic quality and vitality of the department's programs and student success (sense of belonging, mentoring/advising, course scheduling/availability, recruitment, retention, graduation and satisfaction) at the undergraduate and graduate levels.
- C. Ensures ongoing assessment of the department's success in fulfilling its mission and reaching its goals and maintains program accreditation.
- D. Recruits and retains faculty consonant with the department's mission and goals.
- E. Employs a collaborative leadership model for broad decision making and planning for the department.
- F. Coordinates the scheduling of departmental course offerings.
- G. Maintains fiscal responsibility of the department through managing budgets effectively and efficiently.
- H. Conducts individually transparent, rigorous and fair annual performance evaluations of employees and promotes professional development.
- I. Collaborates with the faculty, the dean, and other administrative and external agencies in matters related to innovative resource generation and economic, cultural, and educational development initiatives.
- J. Implements university, college, and department policies.

ARTICLE 4. STANDING COMMITTEES

A. Forestry Executive Committee (FEC)

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 mission of the FEC is to provide the dean of the College of Forestry with the following:

1. Diverse perspectives on the administration and management of the college;
2. Serve as a conduit outward to faculty, students, and staff regarding the operations and administration of the college; and
3. Serve as a connection to the active committees of the college.

The FEC is composed of the following administrative and faculty members: dean, associate deans, department heads, directors, faculty representatives (one per department), and a representative of the Graduate Student Council and research support faculty committee; additional representatives may be appointed by the dean.

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. The graduate student representative serves a maximum of two years and must be a member of and is selected by Graduate Student Council. Additional appointments to FEC by the dean are for two-year terms.

All representatives' primary responsibilities are to ensure the three objectives of the FEC mission are fulfilled, not only by reporting out to members of their respective units, but to also bring topics from the units to the FEC for consideration and/or discussion to promote awareness among the leadership team of the college.

Meetings are open to all members of the college with an agenda and relevant materials distributed via email prior to each meeting; any member of the college may suggest an agenda item by emailing the executive assistant to the dean who convenes the meeting.

B. College Promotion & Tenure Committee

1. Role of the Committee

The primary role of the college P&T committee is to provide an independent evaluation of dossiers. This evaluation is intended to supplement the evaluations conducted by the department or unit level P&T committee and the department head, not to make changes to a dossier already reviewed externally. The college P&T committee review should:

- Ensure that each dossier has been carefully and properly prepared, and that it contains all the required sections and evaluations.
- Determine whether the departmental-level letters of evaluation fairly assess the merits of the candidate's performance as documented in the dossier.
- Note in their evaluation letters any clarifications that address comments in the dossier that were not already addressed by the department committee or department in order to strengthen the presentation of the candidate's accomplishments.

Additionally, the committee should periodically review the college-level promotion and tenure process and recommendation of clarifications and improvements to the FEC.

2. Composition of the Committee

The committee consists of two faculty elected from each department and one member elected from the Extension forestry faculty. Members must be tenured, associate or full professors or associate or full professors of practice with at least 0.5 FTE in the college to be eligible for election. Those faculty on leave from their professorial positions for administrative appointments or other reasons are not eligible for appointment.

Term

Members are appointed normally to two year terms beginning on July 1. The terms of the committee members will be staggered so that 3/7 of the membership will expire on odd years and 4/7 of the membership will expire on even years. Members are eligible to serve successive terms (per election by their department). Members appointed to replace another member mid-term (per election by their department), will be appointed for the term of the original member.

Elections

During the spring term, the dean's office will notify those units whose representative's term will expire to initiate the process to elect a successor. Any faculty member with tenure and/or a promotion track appointment (e.g. instructors, faculty research assistants, and professorial rank faculty), on at least a 9-month contract, and with at least 0.5 FTE in the college are eligible to vote in their respective unit elections.

Chair of the Committee

At their first meeting of the academic year, the continuing and incoming committee members shall elect the chairperson.

3. Process for Standard "In-cycle" P&T Reviews

Departments initiate documentation and evaluation of materials through their respective committee process, including preparation of a faculty committee evaluation and recommendation letter, as well as a candidate rebuttal, if appropriate.

- a) The letter of evaluation prepared by the **departmental P&T committee** must contain a statement that describes the process used to constitute the committee. While a general evaluation of the case should be included in the letter, this should be supported by specific statements that address whether university [individual criteria for promotion and tenure](#) have been met (found in the OSU faculty handbook on promotion and tenure). The letter should conclude with a statement indicating the total number of faculty voting on a case, the number of yes versus no votes, the number of abstaining faculty, and whether there were conflicts of interest and if there were how they were resolved. Those faculty on leave from their professorial positions for administrative appointment or other reasons should recuse themselves from participating in department P&T activities.

- b) The **department head** prepares an independent letter of evaluation and recommendation. The department head should include an explanation of any issues or exceptional circumstances that influence the interpretation of the case (e.g., undocumented but agreed upon changes in the position description, timing or completeness of peer teaching materials). The completed and signed dossiers, in the form that they would be submitted to the provost, are forwarded to college P&T committee.
- c) The **college P&T committee** independently evaluates the dossier – including all letters of evaluation and recommendation from the department head, the departmental committee, external reviewers and the student or client representatives; together with any candidate’s response to non-confidential evaluations to which they have access.
- d) The **college P&T committee** prepares a letter to the dean conveying the outcome of their evaluation, including a recommendation for or against the proposed promotion and/or tenure action and a vote tally. The letter should reference this administrative memo to document the process used to constitute the committee. College P&T committee members who have voted at the department level shall recuse themselves from votes on these cases. The letter should conclude with a statement indicating the total number of faculty voting on a case, the number of yes versus no votes, the number of abstaining faculty or faculty not at rank, and whether there were conflicts of interest and if there were how they were resolved.

NOTE: If, in the process of reviewing the dossier, the college P&T committee identifies concerns with the department-level statements, including if they believe that significant points for or against the candidate have been missed, the committee includes this in their letter of evaluation for review by the dean.

- e) **The dean** conducts an executive review with the associate deans, utilizing all letters as the basis for recommendation to the provost.
- f) **The provost** makes the final decision and communicates this to the dean.

4. **Process for “Out-of-cycle” Reviews**

These are reviews associated with searches for senior faculty and administrator positions that include awarding of indefinite tenure and/or appointment at the rank of professor. Regarding the process and dossier, Academic Affairs has [established two processes](#) for hiring an academic faculty member with tenure: the first is for faculty who do not have tenure at their current institution, and the second is for faculty who do hold tenure at their current institution. The department and college processes apply to these cases, but are expedited for review.

C. **Safety Advisory Committee**

The college safety advisory group has the responsibility for establishing and maintaining an effective environmental safety program. However, safety is the business and responsibility of every college citizen and can be better achieved through proper engineering, education, training, protective equipment and enforcement of safety rules. The responsibility begins at the working level and extends upward through faculty, supervisors, managers, directors, department heads

and deans to the highest level of administration. The college intends to comply with all relevant university, local, state, and federal occupational and environmental regulations, codes and standards.

The chair is appointed by the dean; the chair appoints a committee representing the wide variety of the college research, educational and outreach missions. The committee meets regularly to review safety processes and policies.

D. Research Support Faculty Committee (RSF)

The committee's mission is to assess and respond to the needs of the RSF community and interact with the college and departments to enrich the RSF experience. The committee strives to foster a welcoming and supportive work environment for RSF; provide information, insight and guidance on career development and advancement; facilitate opportunities for RSF to expand and enhance their capacity and skill set; facilitate effective representation of RSF in their departments and college; and enhance communication and networking among RSF and other employees.

The college RSF committee is composed of seven members, with one seat reserved to represent each of the three departments, and the remaining four seats elected at-large. Each seat would have a term of two years, with three or four seats elected each year. A committee member can serve two consecutive terms. A vacant seat can be filled by appointment by the sitting committee members, as long as at least five seats are filled. A vacant department representative seat must be filled by a member of that department.

The seats representing each department are elected by that department's RSF population, and are responsible for communicating with their department administration and with the employees of the RSF rank in that department. At large seats are elected by a vote of all RSF in the college. RA's and professional faculty are encouraged to run for seats to represent these job classes.

E. Graduate Student Council (GSC)

The GSC exists to serve the needs of graduate students in the College of Forestry. The relationship between the college and GSC is built on mutual respect and reciprocity: just as the college invests in graduate student success through funding, professional development and meaningful representation in governance, graduate students contribute immeasurably to the college's reputation, innovation and fulfillment of its mission.

The goals of the GSC are to:

- Provide feedback to college leadership and be involved in the college's future goals and plans;
- Represent the college's graduate students in the Forestry Executive Committee (FEC);
- Improve the graduate student experience through enhanced academic, social, and cross-department, college and university involvement and interaction;
- Advocate for graduate student needs/issues and find and support resolutions to concerns/problems;
- Assist in future student transition to the college;
- Encourage the highest quality of graduate instruction; and

- Enhance graduate student involvement on campus and the community.

The GSC maintains its own governance documents and is financially supported by the college for each of its mission areas via annual budget requests and the opportunity to request targeted funding for one-time needs. The college values the GSC as an essential voice in college governance and a vital contributor to our academic community.

F. Space Planning Committee

The committee provides strategic, consistent, transparent and optimal space allocations in the college and responds effectively to meet current and future space needs.

The committee and chair are appointed by the dean. The committee's duties include:

1. Inventorying allocations and use of space on an annual basis, or as needed;
2. Recommending space allocations to the dean;
3. Reviewing and making recommendations to the dean regarding requests for space allocations or appeals of space allocation decisions; and
4. Arbitrating space conflicts.

Space Requests Process: Any individual with anticipated changes in space needs will submit, in writing, a detailed request for space allocations including all supporting documentation to their supervisor who has discretion in forwarding the request to the committee for evaluation and consideration. Decisions will be documented and conveyed in writing by the committee to all affected parties within 30 days of a scheduled space planning committee meeting.

Appeals Process: Any individual directly affected by space allocation or reallocation decisions will be notified in writing. The affected individual will have the opportunity to submit a written appeal. The written appeal, including all supporting documentation, will be submitted to their supervisor, who has discretion in forwarding the request to the committee for evaluation and consideration. Decisions will be documented and conveyed in writing by the committee to all affected parties within 30 days of receipt of an appeal. Some situations may dictate a degree of urgency in which the 30-day grace period may not be observed.

ARTICLE 5. PERSONNEL

A. Promotion and Tenure

See College Promotion and Tenure Guidelines on the [Employee Webpage](#).

B. Endowed Positions

Endowed positions and programs support the vision, mission and goals of the College. The Dean establishes endowed positions and programs when it is in the best interest of the College, and when sufficient funds from donors are available. Endowed positions can be filled by internal or external candidates, either by direct appointment of a current faculty member or by competitive recruitment; the duration and termination of appointment is at the discretion of the Dean. Resources to support faculty salary and program support are determined by Dean upon

considering the value of the current use of the endowment fund and the objectives of the College.

ARTICLE 6. INTERPRETATION & AMENDMENT OF BYLAWS

- A. These bylaws are intended to supplement and be in accord with the university statutes. In the case of conflicts, the university statutes as interpreted by the Office of General Counsel must prevail.
- B. Any person employed or enrolled in the college may propose the amendment of these bylaws. The dean will forward the proposal to the relevant college committee for initial review; if there is not a relevant committee, then the FEC shall be charged with reviewing the proposal. No final action shall be taken on a proposed amendment without an opportunity for review and discussion during a FEC meeting.
- C. The initial adoption of these policies and procedures will be undertaken following consideration by the FEC and a recommendation to the dean. These policies and procedures will be in effect for a one-year trial period. After the trial period, these policies and procedures may be reauthorized, or reauthorized with amendments by the dean, following input from the FEC (as a body representative of the college).
- D. Subsequent revisions or amendments to these policies and procedures shall be submitted to the faculty in writing at least 10 working days prior to the meeting at which it first appears as an agenda item.