

Tenth-Year Review: Revised 2/15/17

OFFICERS OF ADMINISTRATION COUNCIL [Tier 1]

1) Name of Committee followed by [Tier Number for Committee Members]:
Officers of Administration Council [Tier 1]

2) Brief Description:

The OA Council is an elected body that brings together the UO's diverse group of managerial, supervisory, administrative and other professionals to promote and facilitate communication, identify and address pertinent issues, share information, enhance professional identity, and create opportunities for collegiality and community.

3) Background:

The OA Council has roots in the period prior to the 1996 merger of management service with officers of administration. The council is unique among UO administrative advisory groups in that it is an elected body with a balanced representation from across the campus. The OA Council was created as a means for providing the university's senior administration with perspectives on matters of concern and interest pertaining to officers of administration.

4) Charge and Responsibilities:

The council shall serve as a liaison to central administration and shall be responsible for providing advice and recommendations to the Vice President for Finance and Administration and other administrators on matters pertaining to OAs. The OAC will promote the interests of the OA community in its activities and shall act either on request of the Vice President for Finance and Administration or on its own initiative.

5) Membership Requirements:

The eight-member council shall be nominated and elected by university officers of administration. In addition, current OA Senators and OA members of the Faculty Advisory Council shall serve on the OAC as ex officio, non-voting members. Each year the council will decide how it will govern itself. Examples: elected chair, co-chairs, or rotating chairs.

To ensure balance, at least one member of the council should be representative of each of the three types of campus departments: academic (including research and library), administrative, and auxiliary or support services (e.g., EMU, Intercollegiate Athletics, Printing Services, University Health Center and University Housing). No more than four council positions should be eligible for election in any given year. The Council may appoint any OA to complete the term of any council member who is unable to complete his/her term, with consideration toward balance as specified above.

6) Leadership Structure (Chair, Convener &/or Staff):

- a) Chair: determined by the council membership
- b) Convener: none
- c) Staff: N/A

7) Election Schedule for Chair (quarter, week or "at the first meeting"):

At the first meeting of each fiscal year

8) Length of Term: July 1 to June 30

- a) Non---Students (faculty, OA's, OR's, Classified): 2 years
- b) Students: N/A
- c) Ex Officio: N/A

9) Term Limits:

- a) For the Chair: 2 consecutive terms (subsequent terms allowed after one-year break in service)
- b) For Committee Members: none
- c) Ex officio: N/A

10) Frequency of Meetings:

The council shall meet at least once a month during the fiscal year, or more frequently at the discretion of the council chair.

11) Workload Designation:

- a) For the Chair: [1+]
- b) For Committee Members: [1]

12) Reporting Deadline(s):

The Officers of Administration Council shall make a report to the University Senate. The report shall be the annual written report of the Officers of Administration Council, which shall be provided by the Committee Chair to the Senate President and the Senate Executive Coordinator during Fall Term. The Officers of Administration Council shall make an annual report to the University's senior leadership. This report will be submitted to the Vice President for Finance and Administration and also made available to the campus community on the OAC website.

13) Current Members [***Leave blank at present***]:

14) Category or Type:

Administrative Advisory Group

15) Department:

Administrative

16) Selection Process:

Elected

17) Additional Information:

The council has its own website (oa.uoregon.edu) where minutes are published regularly.