



## Oregon Institute of Technology Academic Leadership & Structure

### 1. Overview Leadership & Academic Structure

- Oregon Institute of Technology needs strong leadership at all levels: Department Chairs, Deans, Vice Presidents, Provost, and Executive Leadership.
- The university has four primary academic delivery venues: Oregon Tech Klamath Falls Campus, Oregon Tech Wilsonville Campus, Oregon Tech Online Campus, Oregon Tech Extension (Salem, Seattle, La Grande).
- Academically, the university is divided into academic Departments and Colleges.
- All Departments are part of one of the Colleges of the University (i.e., currently the ETM College and the HAS College).
- Each College is led by a College Dean. Colleges are university-wide and span all campuses and operations.

### 2. Department Chairs

- Each Department has a Department Chair selected according to policy (OIT 21-030).
- All faculty members at Oregon Tech are appointed to a university Department and evaluated according to policy (OIT 21-040) by the corresponding Department Chair.
- All Department Chairs report directly to a College Dean independently of the Department location. Department Chairs over departments with faculty or programs at the Wilsonville Campus also report directly to the local branch campus Administrator (Associate Provost) for Wilsonville related matters and strategic priorities. The dual direct reporting is designed to enhance communication, collaboration, unity, and local responsiveness.
- In an effort to have leadership, decision making authority, and accountability as low and local as possible, in addition to all the responsibilities and authorities set forth in policy, Department Chairs are responsible for and have the authority to: appoint program directors, allocate release time and stipends according to the “Academic Release Time & Stipend Model,” convert unused release time to professional development funds, allocate Graduate Assistantships (GA) according to the GA model, approve the hiring of Adjunct Faculty, manage the Department’s SS budget, and negotiate additional release time for new program initiatives.

### 3. College Deans

- Oregon Tech currently has two College Dean positions: Dean of ETM and Dean of HAS.
- All Department Chairs report directly to a College Dean independently of the Department location. Department Chairs over departments with faculty or programs at the Wilsonville Campus also report directly to the local branch campus Administrator (Associate Provost) for Wilsonville-related matters and strategic priorities. The dual direct reporting is designed to enhance communication, collaboration, unity, and local responsiveness.
- In an effort to have leadership, decision making authority, and accountability as low and local as possible, in addition to all the responsibilities and authorities set forth in policy, College Deans are responsible for (and have the authority for):
  - Strategic planning for the College.
  - Budgeting and fiscal management for the College.
  - Negotiate salary of all new faculty appointments.
  - Award tenure, rank, PTR, and merit salary increases within the College.
  - Approve faculty positions (fixed or tenure-track) in their Colleges whenever a budgeted faculty position becomes vacant in a Department of their College (e.g., retirement, faculty departure, etc). The Dean shall have the discretion and authority to start a faculty search for any of the College Departments (i.e., the new position does not have to be in the same department where the position became vacant.)
  - Ensure that new program and curriculum proposals meet the strategic directions of the College.
  - Award academic release time for new program and strategic initiatives in their College.
  - Approve release time up to 0.5 FTE for awarded sponsored projects and grants.
  - Dismiss a Department Chair that does not meet specified performance objectives and trigger a Chair selection.
  - Manage activities related to the accreditation and the external review of the College's programs and departments.
  - Participate in fundraising on behalf of the College.
  - Manage the delivery of the courses and programs and monitor the quality.
  - Seek and incorporate input from Director of Online Learning in Department Chair Evaluations.
  - Collaborate with Associate Provost (Wilsonville Branch Campus Administrator) on Wilsonville related strategic priorities and Department Chair evaluations.
  - Collaborate with the Associate Vice President for Strategic Partnerships on industry-related initiatives
  - Authority over faculty related operational matters: office assignments, keys, access, etc.

### 4. Provost Office

- The Provost is the Chief Academic Officer of the University. College Deans, Associate Provost, Vice President for Research, Associate Vice President for Strategic Partnerships & Government Relations, Director of Online Learning, Registrar, Director of Academic Agreements, Director of Library, and Director of Institutional Research report to the Provost. Below are the main responsibilities and relationships of positions reporting to the Provost and part of the Provost Leadership Team (PLT) along with the College Deans.

- Associate Provost: The Associate Provost serves as the executive in residence at the Wilsonville Campus (i.e., VP for the Oregon Tech Wilsonville Campus) and has overall responsibility for developing and executing the strategy to create an urban, industry-focused campus that meets enrollment targets and strategic objectives. The Associate Provost serves as the Wilsonville Campus Academic & Operating Officer (Campus Administrator) and is responsible for daily operations and administration of the campus (Academics, F&A, Campus Management, Student Services). Chairs over departments with faculty or programs at the Wilsonville Campus report directly to the local branch campus Administrator (Associate Provost) for Wilsonville related matters and strategic priorities (all Department Chairs also report directly to a College Dean independently of the Department location).
- Vice President for Research: The Vice President for Research (VPR) promotes and oversees research, sponsored projects, innovation, and technology transfer at the Oregon Institute of Technology. As the chief research officer, the VPR is responsible for campus-wide advancement of the University’s research mission by encouraging and facilitating excellence in scholarly, sponsored research, and innovation activities. Major responsibilities include: (1) Authorized University Official with signature authority over Sponsored Projects, Grant-related agreements, Intellectual Property Agreements, Patentable Subject Matter, and Research Administration & IP regulatory compliance; (2) Oversees the Office of Sponsored Projects & Grants Administration, Office of Innovation & Technology Transfer, Graduate Council, and Oregon Tech IRB; (3) Represents Oregon Tech in external Councils and Boards with the other Oregon VPRs including the Oregon Innovation Council (OregonInc), the Commercialization Research Council, the BEST Board, the NWCSM Board, AUTM, and LES; (4) Provides faculty support to secure external funding by encouraging investment in research infrastructure and promoting scholarship on campus.
- Associate Vice President for Strategic Partnerships & Government Relations: Promotes and oversees industry and government relationships at the Oregon Institute of Technology. The AVPSG is responsible for campus-wide promotion of the University’s economic development mission by facilitating the external relationships that enable the University to contribute to the vitality of its campus regions and the state of Oregon. These include: 1) building long-term partnerships with businesses and industry associations that are crucial to Oregon Tech’s mission; 2) providing support to secure external funding by leveraging private sector partnerships for grants and sponsored projects; 3) proactively working with faculty to develop collaborations with industry that lead to sponsored projects, commercialization and entrepreneurial opportunities; 4) building an alliance of local, state, and national support for Oregon Tech’s policy and funding priorities; and 5) representing the University on strategic partnership, industry affairs, and legislative advisory councils with and for the Oregon University System and Oregon Tech.
- Director of Online Learning: The Director of Online Learning is a part of the Provost Leadership Team (PLT) and has overall responsibility for developing and executing a strategy to create an “Oregon Tech Online Campus” featuring a full portfolio of academic programs, student services adequate for an online campus, and online infrastructure designed to deliver quality programs. This strategy is developed in collaboration with the Provost, Associate Provost, Deans, and Department Chairs to ensure quality and alignment with university, campus, college, departmental, and program level strategies. The Director of Online Learning has academic and operational responsibilities, and is responsible for advocating for resources and implementing best practices to deliver quality online education. The Director of Online Learning will provide input to the College Dean during the Department Chair annual performance evaluation process.