

Administrative Advisors

The Administrative Advisor is the key person in the development and management of a multistate research or integrated research and extension activity. He or she encourages team effort, advises on administrative and operational procedures, and acts as liaison among the committee, the RCIC, the WAAESD, WEDA and Academic Program deans, other cooperating agencies and institutions, the OWDA, and NIFA.

Eligibility and Selection:

All western Administrative Advisors are appointed by the RCIC with the approval of the WDA. The RCIC attempts to match the expertise and interests of the Administrative Advisor with those of the committees.

Multistate Research Committees: Administrative Advisors must be AES directors (including assistant and associate directors), deans or associate deans of member institutions of the WDA.

WCCs/WERAs: Administrative Advisors may be AES, CES, or Academic Program directors (including assistant and associate directors), deans or associate deans, and department heads/chairs of the member institutions.

Co-Advisors:

In the cases where it is desirable to identify administrators of USDA research-performing agencies or department heads/chairs of member institutions, or directors of affiliate groups as the Administrative Advisor for Research or WCCs/WERAs. The person is identified as the "Lead Administrative Advisor." A Co-Advisor must be appointed from one of the above listed groups located in the same state. For research projects, an SAES Director must be identified as the Administrative Advisor of record for reporting purposes. The Lead Administrative Advisor will assume all of the advisory functions; however, the Co-AA is ultimately responsible for all reporting and other requirements.

Approval of the respective SAES or SCES director must be obtained before a department head/chair can be appointed an Administrative Advisor,

The Co-Advisor should be kept informed of all committee activities and reports. The directors serving as Co-Advisors are not required to attend the meetings of the WCC's/WERAs.