



University of Tennessee Job Description: Chancellor, UT at Martin

Unit: President's Staff
FLSA: Exempt
Revised Date: March 17, 2016

Job Code: 30000141
Pay Grade: 75
Supervisory Responsibility: Yes

General Description:

The Chancellor is the Chief Executive Officer of the University of Tennessee at Martin and serves on the University of Tennessee leadership team, reporting directly to the President. This position aggressively promotes continued development of UTM's academic, research and service programs while striving to build a national reputation of excellence. The university is committed to access and diversity. This position is appointed by the President and elected by the University of Tennessee Board of Trustees.

Duties and Responsibilities:

The primary responsibilities of the position are to promote academic excellence and to provide leadership and administration of the Martin campus. The Chancellor is expected to provide visionary leadership in strategic initiatives to enhance the standing of the University, budget planning and accountability, shared governance, enhancement of diversity and resource enhancement, engagement of the University with the wider community, and other elements of administrative policy. The Chancellor's direct reports include the Provost and Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, Vice Chancellor for Finance and Administration, Vice Chancellor for University Advancement, Director of University Relations, Executive Director of Enrollment Services and Student Engagement, Director of Equity and Diversity, Chief Information Officer, and Director of Intercollegiate Athletics.

Required Qualifications:

Education:

Requires an earned terminal degree and progressively more responsible administrative leadership in higher education or comparable leadership experience.

Experience:

Requires an understanding of UT Martin's mission as a provider of high-quality undergraduate education with selected advanced degree programs in service to West Tennessee and the region. The University and community expect an understanding of the role of a land-grant public institution as well as a commitment to affirmative action and diversity, an enthusiasm for students and an appreciation for faculty and staff.

The Chancellor is expected to express a passion for the mission of public education and understand the important social and economic roles it plays in the region and state. The Chancellor will articulate the institution's values, serve as a persuasive advocate for the university at the state level, and lead efforts to raise new resources from the university's many and broadly based constituents.

Skills:

Members of the President's staff team will have significant knowledge and understanding of higher education. Specific skills include:

- demonstrate leadership skills and abilities.
- commitment to quality and integrity.
- exceptional skills in communications and interpersonal relations.
- ability to forge successful relationships and partnerships.

- knowledge of and commitment to affirmative action and equal employment opportunity.
- ability and willingness to delegate effectively and to hold direct reports accountable.
- skilled decision-maker, with transparency in decision-making and management.
- entrepreneurial spirit and experience in fundraising and resource development.
- ability to deliver performance-based results.

Behaviors:

Members of the President's team will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- unquestioned integrity and trustworthiness.
- commitment to the University's mission and strategic plan, as well as missions and strategic plans for each campus/institute.
- ability to make good, consistent and fair decisions (based on fact and data).
- ability to work with cross-functional teams and to foster teamwork.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.