



## University of Tennessee Job Description: Chancellor, UT Knoxville

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**Unit:** President's Staff

**FLSA:** Exempt

**Revised Date:** July 13, 2016

**Job Code:** 30000141

**Pay Grade:** 75

**Supervisory Responsibility:** Yes

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### General Description:

The Chancellor of the University of Tennessee, Knoxville serves on the University of Tennessee leadership team, reporting directly to the President. The Chancellor is the chief executive officer for the campus, a land-grant Carnegie R1 doctoral university with highest research activity and the flagship campus of the UT System. The Chancellor is fully responsible for the administration and management of the campus and aggressively promotes continued development of its academic programs, research productivity, and national reputation of excellence, built upon a commitment to access and diversity. The Chancellor performs such specific duties as from time to time may be prescribed or assigned by the President, the Board, or by any standing or special committee of the Board. This position is appointed by the President and confirmed by the University's Board of Trustees.

### Duties and Responsibilities:

The primary responsibilities of the position are to promote excellence in academics, research and outreach and to provide leadership and direction of the campus, including its athletics program. The Chancellor is responsible for planning, implementing and leading strong, progressive programs of excellence across the enterprise.

The Chancellor is expected to provide visionary leadership and strategic initiatives to enhance the standing of the University, advocacy and support for the generation of new knowledge, strengthening of high quality programs of instruction and learning, resource enhancement and accountability, shared governance, and enhancement of campus diversity and inclusion. In coordination with the UT System, the Chancellor establishes and maintains productive relationships on behalf of the University with state government, the Tennessee congressional delegation and federal agencies. The Chancellor also fosters positive interactions with and support from alumni, benefactors and the community at large. The Chancellor plays a key role in the University System management, through UT-Battelle, of nearby Oak Ridge National Laboratory.

The Chancellor's cabinet includes the Provost and Senior Vice Chancellor; the Vice Chancellors for Athletics, Human Resources, Research and Engagement, Student Affairs, Finance and Administration, Development and Alumni Affairs and Communications.

Specific duties include, but are not limited to,

- Articulate a strategic vision and long-term goals for the campus.
- Provide direction and incentives for research, creative achievement, service and outreach.
- Foster interdisciplinary approaches to undergraduate and graduate education and research.

- Nurture relationships with other University programs, with the Oak Ridge National Laboratory, CNS Y-12 National Security Complex and other universities, agencies, organizations and private enterprises.
- Maintain a cooperative and mutually beneficial relationship with the chancellors of other UT campuses in the UT System.
- Recruit, develop and retain excellent and diverse faculty, administrators, students and staff.
- Lead the campus's development and alumni activities.
- Promote excellence and innovation in all mission areas.
- Build partnerships and collaborative relations with internal and external enterprises.
- Place emphasis on globalization and sustainability.
- Improve campus infrastructure.
- Boost private fundraising and alumni engagement.
- Strengthen the national reputation of the university.
- Secure resources to meet and enhance campus objectives.
- Build strong relationships with elected and governmental officials.
- Understand the role of collegiate athletics and promote and oversee the operation of a nationally respected program.

## **Required Qualifications:**

### **Education:**

Requires an earned terminal degree and evidence of scholarly, professional, or creative achievement sufficient to qualify for tenure as a full professor; progressively more responsible administrative leadership in higher education or comparable leadership experience.

### **Experience:**

Requires demonstrated deep and contemporary experience leading a complex and comprehensive university; a personal history of teaching, research and outreach commensurate with faculty status at a major land-grant research university. Requires an understanding of UT Knoxville's mission as a public, research, land grant university; demonstrated knowledge of and a history of commitment to affirmative action, equal employment opportunity and diversity, and intercultural education; ability to represent the University to external audiences, including government and alumni groups; exceptional communication and development skills; and the ability to work collegially with a wide variety of constituencies. Requires excellent oral, written and other communications skills; computer literacy; ability to multi-task and the ability to travel frequently.

### **Skills:**

The Chancellor will have significant knowledge and understanding of higher education. Specific skills include:

- demonstrated leadership skills and abilities.
- commitment to quality, excellence and integrity.
- demonstrated leadership and abilities in the administration of higher education programs, with substantive experience, preferably in a large public and/or land grant institution within a multi-campus system.
- ability to mobilize volunteers and stakeholders for the enhancement of the university.
- demonstrated ability and skills in securing extramural and private funding.
- exceptional skills in communications and interpersonal relations.
- demonstrated 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.
- excellent oral, written and presentation skills; exceptional listening skills.
- ability to multi-task.
- ability to travel frequently.
- ability to innovate and foster positive changes.

**Behaviors:**

The Chancellor 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 within the System.
- ability to make good, consistent and fair decisions (based on fact and data).
- ability to work with cross-functional teams and to foster teamwork.
- ability to resolve complex issues.

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