



## University of Tennessee Job Description: Chancellor, UT Institute of Agriculture

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**Unit:** President's Staff  
**FLSA:** Exempt  
**Revised Date:** September 8, 2016

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

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### General Description:

The Chancellor of the University of Tennessee Institute of Agriculture (UTIA) serves on the University of Tennessee leadership team, reporting directly to the President. The Chancellor is the chief academic and administrative officer for the Institute and is fully responsible for the administration and management of the Institute's units. This position aggressively promotes continued development of its academic and educational outreach programs, research productivity, and national reputation of excellence, built upon a commitment to access and diversity. The Chancellor may also be assigned additional duties by the President, the Board, or by any standing or special committee of the Board. Units of the Institute of Agriculture, which deliver both campus-based and state-wide programs, include UT Extension, UT Ag Research, the College of Agricultural Sciences and Natural Resources (CASNR) and the College of Veterinary Medicine (CVM). This position is appointed by the President and elected by the University's Board of Trustees.

### Duties and Responsibilities:

The Institute of Agriculture is headquartered on the Knoxville campus of the University and has a strong presence in all 95 Tennessee counties. The primary responsibilities of the position are to promote academic, research and outreach excellence and to provide leadership and administration to the Institute. In addition, the chancellor is responsible for planning, implementing and leading strong, progressive programs of excellence of the Institute delivered through UT Extension, the UT Ag Research, CASNR and CVM. The Institute has primary facilities in Knoxville and state-wide facilities including ten research and education centers, four 4-H Centers and three regional offices of UT Extension.

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 interculturalism, resource enhancement, engagement of the University with the wider community and other elements of administrative policy. The Chancellor establishes and maintains productive relationships on behalf of the Institute with state government, agricultural industries, veterinary organizations and professionals, forest and natural resources industries and agencies, the Tennessee congressional delegation and federal agencies. Specific duties include, but are not limited to,

- Articulate a strategic vision and long-term goals for the Institute.
- Provide direction and incentives for research, creative achievement and service.
- Foster interdisciplinary approaches to undergraduate and graduate education.
- Create innovative and effective programs across the four units of the Institute.
- Support UT Extension in providing research and evidence-based knowledge about agriculture and natural resources, family and consumer sciences, 4-H youth development and community economic development to meet the needs of Tennesseans.
- Ensure that veterinary clinical and diagnostic services meet the needs of the state.
- Nurture relationships with other University programs and with the Oak Ridge National Laboratory.
- Maintain a cooperative and mutually beneficial relationship with the chancellors of other UT campuses in the implementation of agricultural curricula and programs.
- Direct the recruitment, development and retention of excellent faculty, department heads, deans and staff.
- Lead the Institute's advancement activities.
- Fosters development of international programs with faculty within the Institute.

## **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 in one of the units at the institute; progressively more responsible administrative leadership in higher education or comparable leadership experience.

### **Experience:**

Requires an understanding of the University'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 demonstrated deep and contemporary experience leading a complex and comprehensive organization; a personal history of teaching and research commensurate with faculty status at a major research university. Requires a broad knowledge of agriculture, natural resources, veterinary medicine and outreach activities. Requires excellent oral, written and other communications skills; computer literacy; ability to multi-task and the ability to travel frequently, sometimes out-of-state.

### **Skills:**

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

- demonstrated leadership skills and abilities.
- commitment to quality and integrity.
- a broad knowledge of agriculture, natural resources, veterinary medicine and outreach activities.
- demonstrated leadership and abilities in the administration of higher education agricultural and veterinary medicine programs, with substantive experience, preferably in a large public and/or land grant institution within a multi-campus environment.
- ability to mobilize volunteers and stakeholders for the enhancement of the university.
- demonstrated ability and skills in securing extramural 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.

### **Behaviors:**

The Chancellor will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political acumen, 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.