



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

Unit: President's Staff

FLSA: Exempt

Revised Date: November 8, 2010

Job Code: 30000141

Pay Grade: 75

Supervisory Responsibility: Yes

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 Executive Officer of UTIA, a Carnegie doctoral research extensive university. This position aggressively promotes continued development of its academic programs, research productivity, and national reputation of excellence, built upon a commitment to access and diversity. This position is appointed by the President.

Duties and Responsibilities:

The primary responsibilities of the position are to promote academic 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 in the Institute, including UT Extension, the Tennessee Agricultural Experiment Station, the College of Agricultural Sciences and Natural Resources and the College of Veterinary Medicine. Ensure that extension services meet the agricultural and natural resources needs of the state.

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 of UTIA 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.

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 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 A broad knowledge or 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:

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

- demonstrated leadership skills and abilities.
- commitment to quality and integrity.
- 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.

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.