

# **Position Title - Vice Provost of Cooperative Extension**

## **Description**

The University of California Division of Agriculture and Natural Resources (UC ANR), is seeking a Vice Provost of Cooperative Extension (CE) to provide leadership and advocacy for all University of California Cooperative Extension (UCCE) county-based academic programs. This is a senior programmatic leadership position responsible for guiding the county-based CE units, with the directors of each reporting directly to the Vice Provost of Cooperative Extension. This senior leader ensures that these entities are advancing the Division-wide program priorities through development and efficient deployment of resources. In addition, the Vice Provost of Cooperative Extension works cooperatively with the Executive Director of Human Resources (HR) and the Academic Human Resources Manager to ensure that academic HR activities adhere to UC system wide policies and UC ANR practices. In this role, the senior leader will provide leadership for all academic HR activities including recruitment and hiring of academics, academic merit and promotion process, and academic training.

### **Some specific aspects of duties include:**

- Performing critical functions to achieve the mission of UC ANR by promoting:
  1. Responsiveness to clientele needs and issues of importance to California.
  2. Integration of research and outreach efforts.
  3. Teamwork and collaboration among Division members and cooperators.
  4. Effective and efficient use of organizational resources.
  5. Understanding of UC ANR programs by stakeholders.
- Providing leadership in the recruitment, selection, training, disciplinary actions, merits, promotions and evaluation processes of academic personnel. Serving as chair of UC ANR Peer Review Committee.
- Providing overall guidance to UCCE county-based offices and ensuring coordinated administration and coordinated program planning, development and delivery to fulfill Division-wide priorities and local needs. Ensuring all these units operate under appropriate statewide policies and guidelines.
- Collaborating closely with the Vice Provost of Statewide Programs and Strategic Initiatives and the Director of the Research and Extension Center System, as a team, to bring the broad array of activities and efforts within the Division into a cohesive integrated system.
- Serving as a member of the UC ANR Program Council which advises the UC ANR Vice President on Division wide planning and delivery of programs as well as developing recommendations for allocation of Division resources.

In addition to the administrative expectations listed above, all UC ANR academic administrator appointees are also responsible for performance in the areas of **1)** professional competence and activity and **2)** University and public service.

Beginning salary will be in the University of California Academic Administrator series and commensurate with applicable experience and professional qualifications. For information regarding UC Academic Administrator series scales, please refer to the **University of California website: <http://ucanr.edu/sites/anrstaff/files/244302.pdf>**.

**HOW TO APPLY:** To be considered, applicants must submit the following four components of the Application Packet to [anracademicsearch@ucanr.edu](mailto:anracademicsearch@ucanr.edu):

1. Cover Letter
2. ANR Academic Application Form— from the ANR website at: <http://ucanr.edu/academicapplication>  
Please include a list of potential references. If you are selected for an interview, the search committee will contact the references you listed on the UC ANR application form (a minimum of four (4) and a maximum of six (6) names, current addresses, phone numbers and email addresses). Please do not send letters of reference.

3. Curriculum Vitae or Resume
4. College Level Transcripts: Original transcripts preferred, however, legible photocopies of original transcripts will be accepted.

*The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.*

## **Requirements**

An understanding of and commitment to UC ANR's affirmative action goals and commitments is expected of all administrators. The Vice Provost will ensure that outreach efforts in program identification, development, planning and delivery provide equitable service to all ethnic and gender groups comprising potential clientele. The Vice Provost will oversee outreach planning and ensure that required documentation of outreach efforts, outcomes and reporting is completed.

## **EDUCATION AND EXPERIENCE**

A minimum of a Ph.D., or other terminal degree, is required, in disciplines such as agriculture, natural resources or related human resources programs. A minimum of five years of experience managing multi-disciplinary academic programs and the ability to analyze and interpret UC and Division policies and procedures is desirable. Experience in ANR Cooperative Extension or a similar UC structure is desirable. Skills to communicate effectively in a second language is desirable. Demonstrated organizational and management skills with abilities to facilitate and conduct group process is required. Ability to supervise and evaluate academics and staff employees is required. Excellent written, oral and interpersonal communication skills are required.

## **ADDITIONAL REQUIREMENTS**

The position requires a high degree of complexity and autonomy. Experience in leading a large complex organization is essential, including experience in management of multiple programs, personnel and budgets. Incumbent must have demonstrated exceptional organizational, people, and decision making skills. Extensive state and national travel is required.

A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation.

This position is subject to the requirements and compliance of the California's Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.

## **Job Information**

- **Location:** Davis, California, United States
- **Company Name:** UC ANR
- **Job Function:** Extension
- **Job Type:** Full-Time
- **Job Duration:** Indefinite
- **Min Education:** Ph.D.
- **Required Travel:** 25-50%