

University of California

Agriculture and Natural Resources

POSITION VACANCY ANNOUNCEMENT

University of California Cooperative Extension Division of Agriculture and Natural Resources

**Vice Provost of Cooperative Extension
Academic Administrator Series
AP #16-13**

LOCATION HEADQUARTERS: UC ANR Building, 2801 Second Street, Davis, California

CLOSING DATE: To assure full consideration, all application materials must be received by October 14, 2016 (open until filled)

POSITION PURPOSE: 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.

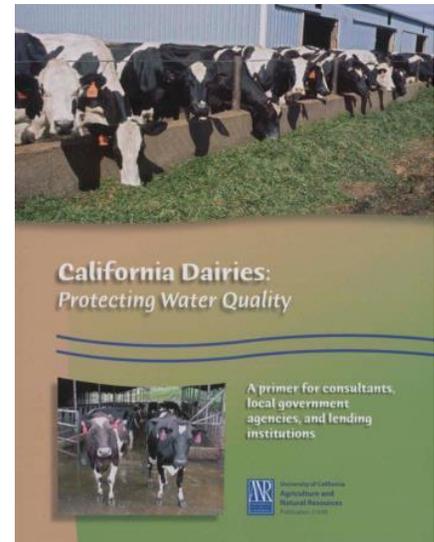


In addition, the Vice Provost of Cooperative Extension works cooperatively with the Executive Director of Human Resources (HR) and the Academic Human Resources Manager to ensure that academic HR activities adhere to UC systemwide policies and UC ANR practices. In this role, the senior leader will provide leadership for all academic HR activities including recruitment and hiring of academics, academic merit and promotion process, and academic training.

BACKGROUND: The University of California, Division of Agriculture and Natural Resources, is the statewide division of the University of California that administers Cooperative Extension, which is responsible for local program development and delivery throughout the state of California. University of California Cooperative Extension (UCCE) is a network of colleagues with a focus on research, education programs, and outreach to resolve local challenges in communities where they live and work. UC ANR is the bridge between local issues and the power of UC Research. UC ANR's CE advisors, CE specialists and Agricultural Experiment Station (AES) faculty develop and

deliver practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians.

Our priorities in research, education, service, and resource allocation are guided by the UC ANR Strategic Vision ([http://ucanr.edu/About ANR/Strategic Vision/](http://ucanr.edu/About%20ANR/Strategic%20Vision/)). There are five strategic initiatives that UC ANR is currently focusing on: Endemic and Invasive Pests and Diseases (EIPD), Healthy Families and Communities (HFC), Sustainable Food Systems (SFS), Sustainable Natural Ecosystem (SNE), and Water Quality, Quantity and Security (WQQS). The Strategic Plans for each strategic initiative can be found at <http://ucanr.edu/sites/StrategicInitiatives/>.



MAJOR RESPONSIBILITIES: The Vice Provost of Cooperative Extension will provide leadership and advocacy for a unified UC ANR program with strong statewide, campus, and local presences. This is a programmatic leadership position for Division research and outreach and serves as the administrative leader for county-based Cooperative Extension and academic HR.

Specific aspects of duties include:

- Performing critical functions to achieve the mission of UC ANR by promoting:
 - a. Responsiveness to clientele needs and issues of importance to California.
 - b. Integration of research and outreach efforts.
 - c. Teamwork and collaboration among Division members and cooperators.
 - d. Effective and efficient use of organizational resources.
 - e. 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.
- Serving as UC ANR leadership liaison with UC ANR Academic Assembly Council.
- Developing annually, a comprehensive UC ANR program budget request and statewide plan for CE county-based staffing. Participating in processes to allocate UC ANR resources to

county-based UCCE units. Collaborates with local leadership in development/enhancement of county provided support.

- Promoting in all ways consistent with other responsibilities of the position and with all applicable state and federal laws and regulations and University policies, the outreach goals established by the Division.
- Demonstrating leadership toward Affirmative Action within CE.

ADDITIONAL ACADEMIC EXPECTATIONS: 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.

Professional Competence: All UC ANR CE academic administrators are required to demonstrate professional competence in their administrative and/or programmatic areas. Professional competence includes participation in training activities to enhance professional development, such as administrative trainings, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the administrative and/or programmatic area, such as presenting at conferences or workshops, holding offices in professional societies, invited presentations, or reviewing/editing publications.

University and Public Service: All UC ANR academic administrators are required to actively serve the University, as well as the public. University service may occur at the division, state, regional, national, or international level. Examples of potential University service activities include serving on division or university committees, serving on Western Region or National Cooperative Extension committees, or advocacy efforts. Public service involves activities and events in which the incumbent uses their professional expertise to benefit groups or efforts outside the University. Examples may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.

RELATIONSHIPS: The Vice Provost of Cooperative Extension reports directly to the Associate Vice President of UC ANR.



AFFIRMATIVE ACTION: 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.

SALARY: 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>.

If the successful candidate is currently a UCCE academic with indefinite status, the candidate will be offered the position commensurate with applicable experience and professional qualifications with eligibility to retain a 0% appointment in the current CE academic title and the associated indefinite status within UC policy.

BENEFITS: The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. For more information, refer to the UCnet website at: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits>

HOW TO APPLY: To be considered, applicants must submit the following four components of the Application Packet to 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.

Application and associated materials will not be returned to the applicant.

A search committee will review all applications, interview candidates, and recommend individuals most suitable for the position.

For information regarding this position, please contact:

**University of California
ANR Academic Human Resources**

Kim Ingram

kcingram@ucanr.edu

(530) 750-1282

E-mail Address: ANRacademicsearch@ucanr.edu

Internet: <http://www.ucanr.edu/jobs>

Please refer to Position #16-13 in all correspondence

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.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.