POSITION SPECIFICATION
ASSOCIATE VICE CHANCELLOR
BUSINESS AND FINANCE
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OPPORTUNITY

The University of Tennessee Institute of Agriculture (UTIA) seeks an Associate Vice Chancellor (AVC) for Business and Finance to provide leadership, vision, and direction for financial operations reflective of the services and mission of the Institute, an organization with 2,700 employees and annual expenditures exceeding $250 million.

As a direct report to the UTIA Senior Vice Chancellor and Senior Vice President and member of the UTIA Executive Council, primary duties include strategic planning, execution, and oversight of financial operations that aligns with University, Institute, and individual unit goals and budgets. The AVC is responsible for the business operations of the Institute and provides oversight of unit budget directors and departmental financial staff within UTIA.

The AVC for Business and Finance will join UTIA at a time of enormous opportunity and potential impact to support not only two collegiate entities, but also units devoted to research and extension that support and provide research-based educational and outreach programs delivered across the state and around the world. Learn more by visiting our website.

The University of Tennessee, Knoxville, is a land-grant university, and as such, the AVC is responsible for finance and accounting of all Federal Land Grant programs. The AVC is also responsible for monitoring the Institute’s accounting and financial operations, auditing and management analysis, budgeting, payroll, purchasing, contracts, public safety, emergency management, and physical plant operations including grounds, maintenance, building services, and transportation. This scope includes staff, ten AgResearch and Education centers, 4-H camps, and programs in each of Tennessee’s 95 counties. The development and enhancement of various fee-based programs is also within the scope of this role in order to promote growth and the increased generation of revenue.
ABOUT THE INSTITUTE

The UT Institute of Agriculture (UTIA) provides Real. Life. Solutions. to some of society’s most pressing issues. We serve all Tennessee citizens and beyond through the work of world-renowned researchers, teachers, and experts.

The Institute began in 1968, when three agricultural units operating under the auspices of the University of Tennessee System were brought together to focus on Tennessee and its citizens. The units were the College of Agriculture (now the Herbert College of Agriculture), the Agricultural Experiment Station (now AgResearch), and the UT Agricultural Extension Service (now UT Extension), which has offices in all ninety-five counties in Tennessee. In 1974, the Tennessee legislature established the UT College of Veterinary Medicine as a fourth unit. Having this college incorporated into the structure of the Institute made it fully integrated into the food animal production and health system, further filling out UTIA’s land-grant driven outreach, education, and research mission.

We also fulfill the land-grant mission through our Smith Center for International Sustainable Agriculture, which provides learning opportunities for students and outreach around the world, and our nationally recognized State Botanical Garden of Tennessee.

The state is our campus, and our vision, mission, and values are at the core of the work we do.

OUR VISION

Over the next decade (2018-2028), we will excel as an Institute by developing solutions and services that advance agriculture, education, natural resource management, human and animal health, and our communities.

To accomplish our vision, we will

- Connect across strengths within UTIA and with partners.
- Focus on grand challenges and established priorities.
- Help people and communities adapt to an ever-changing world.

OUR MISSION

As a land-grant Institute, we provide Real. Life. Solutions. through teaching, research, and outreach.

OUR VALUES

- Respect
- Science-based solutions
- Diversity
- Responsiveness to constituent needs
- Transparency
- Accountability
## FY23 Financial Summary

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THE ROLE

Duties and Responsibilities

• Acting as fiduciary for the Institute as well as accountability to external constituencies for the financial status of the Institute.

• Leading short-term and long-term financial planning efforts, including revenue enhancements, budget reductions, budget allocations/reallocations, and other strategies for maximizing resource utilization.

• Assessing complex financial and managerial challenges through peer comparisons and benchmarking and recommending strategies to meet or exceed benchmarks.

• Promoting a workplace environment that values diversity, equity, and inclusion, and is based on teamwork, inclusive decision making and a sense of shared community across the University.

• Developing procedures for the Institute consistent with university policies as well as state and federal regulations and laws. Setting standards for assessing the effectiveness of fiscal policies and procedures.

• Identifying new sources of revenue to support existing programs and providing guidance for the creation and funding of new programs that foster the mission of the Institute.

• Partnering with the UT Foundation and the 4-H Foundation to ensure endowment earnings are properly utilized to meet program needs and/or donor wishes. Providing financial oversight of the Institute’s ~$80 million in endowment funds.

• Ensuring the availability of critical financial metrics to allow for fiscal planning and data-based decision-making.

• Coordinating the development and maintenance of healthy, safe, and functional office spaces throughout the Institute, including the more than 100 off-campus facilities across the State of Tennessee.

• Providing oversight and development of the Institute’s emergency response plan including the coordination of resources to address emergencies, implement continuity of business plans, and safeguard persons and property.

• Building relationships that ensure the confidence and trust of key stakeholder groups including agricultural associations and industry groups, county government partners, state and local officials, UT system administration, alumni, and UTIA advocates and supporters.
QUALIFICATIONS

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master’s degree in a relevant field and experience typically gained by 8 years of applicable, progressively responsible positions or a Bachelor’s degree in a relevant field and experience typically gained by 10 years of applicable, progressively responsible positions.

- Supervisory and leadership experience in a complex organization.

- Direct experience in fiscal management including budgeting, accounts payable, accounts receivable, grant and contract management, modeling, and proposal development.

- Experience leading large-scale project development and implementation in multi-site, distributed organizations.

- Experience with large enterprise resource planning (ERP) system (e.g., SAP, Oracle, Workday).

- Commitment to the importance and applicability of diversity, equity, and inclusion in all aspects of the operation including the workplace, constituent services, and vendor contracts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to resolve complex, controversial and/or unprecedented issues and challenges.

- Ability to demonstrate sound judgment by considering values, risks, impact, and implications of actions throughout the university.

- Ability to lead effectively across units relying on collaboration and influence to guide broad decision-making.

- Ability to lead and work with cross-functional and diverse teams and to foster teamwork across complex organizations.

- Demonstrated interpersonal relationship skills including inclusive communication (oral and written), creative problem-solving, and the ability to work effectively with a wide range of constituencies in a diverse community.
PREFERRED QUALIFICATIONS AND EXPERIENCE

• Certified Public Accountant.

• Land-grant fiscal experience, particularly in Colleges of Agriculture, Natural Resources, and/or Veterinary Medicine.

• Experience in public higher education finance and responsibility centered management (RCM) budget models.

• Experience in administering USDA capacity funds and competitive funds.

EXPECTED BEHAVIORS AND QUALITIES

The AVC will exhibit qualities of emotional maturity, humility, collegiality, genuineness, self-confidence, common sense, judgment, fairness, discretion, decisiveness, diplomacy, and adaptability.

For full consideration, please apply electronically using the link below and include:

• Cover letter addressing interest in and qualifications for the role

• Resume/CV

• List of three (3) professional references on or before December 20, 2023.

Apply here.

For confidential inquiries or nominations, please contact Brooke Swart, Executive Recruiter for the University of Tennessee, Knoxville at bswart@utk.edu.

Compensation for the position will be competitive and commensurate with qualifications and experience. The University offers a comprehensive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits and much more. Additionally, Tennessee residents do not pay a state income tax. For more information on the University of Tennessee’s benefits, visit hr.tennessee.edu/benefits
HERBERT COLLEGE of AGRICULTURE
Preparing tomorrow’s leaders for careers in agriculture and natural resources. The college offers BS, MS, and PhD degrees provided in an experiential learning environment.

1,632 undergraduates  
245 master’s students  
109 PhD students

COLLEGE of VETERINARY MEDICINE
Improving animal, human and environmental health.

Strong graduate student enrollment

338 DVM students  
14 master’s students  
39 PhD students

Veterinary medicine caseload continues to grow

21,947 small animals  
2,022 exotic animals  
3,374 large animals  
9,553 field service animals

UT GARDENS
Named the official State Botanical Garden of Tennessee in 2013.

Locations in Knoxville, Crossville, and Jackson  
Research and education spaces for faculty and students  
More than 100,000 visitors each year
UT EXTENSION
Delivering science-based information to our communities.

Located in all 95 counties in Tennessee

Provides evidence-based knowledge in areas of agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development

Home to the largest 4-H club program in the US with approximately 138,000 members

For every $1 in public funds invested in UT Extension programs, an estimated $8.29 is returned to the people of Tennessee

UT AgRESEARCH
Creating knowledge through basic and applied research programs.

10 AgResearch and Education Centers located across the state

Partnership with UT Knoxville and Oak Ridge National Laboratory

New discoveries are improving crop and livestock yields, minimizing weed and pest impacts, reducing water demand and ensuring a safe food supply

Two new research centers (Genomics and Synthetic Biology) established for the advancement of agriculture

SMITH INTERNATIONAL CENTER
Advancing international engagement by empowering our faculty and staff to think and act globally.

$7 million Smith Family endowment

$1.75 Million USAID/Rwanda and Africa Sustainable Agriculture Project Foundation

Record numbers of students studying abroad—more than 20 percent of the graduating class
Keith Carver
Senior Vice Chancellor and Senior Vice President
University of Tennessee Institute of Agriculture

Keith Carver is the senior vice chancellor and senior vice president of the University of Tennessee Institute of Agriculture. In this role, he oversees the Institute's four units – UT Extension, UT AgResearch, Herbert College of Agriculture and the College of Veterinary Medicine. The Institute carries out the land-grant mission of serving the citizens of Tennessee and beyond through teaching, research and outreach.

His career within the University of Tennessee System of campuses and institutes has spanned twenty-six years, most recently as chancellor at UT Martin. Prior to his appointment as chancellor, he served as executive assistant to then UT President Joe DiPietro for six years. He has held leadership positions in Knoxville, Martin and Memphis, including interim vice chancellor for development and alumni affairs at the UT Health Science Center in Memphis, assistant vice chancellor for development at UT Martin and director of development and alumni affairs for the UT College of Law in Knoxville.

Carver earned a bachelor’s degree from Memphis State in 1992. However, the rest of his academic career has been with the University of Tennessee. He earned his master’s degree in college personnel and educational leadership in 1995 and his PhD in higher education administration in 2009 from UT Knoxville. A lifelong learner, Carver has completed numerous leadership development programs including Leadership Tennessee, Leadership Knoxville and the UT Leadership Institute.

He has actively contributed to governance at UT, including serving on the UT Foundation Board, the UT Martin Chancellor’s Advisory Council and the UT Alumni Association Strategic Planning Steering Committee. He also serves on the board of directors for the Mid-South American Red Cross of Tennessee, Discovery Park of America, Governor’s Task Force for Rural Education, Tennessee Farm Bureau Federation and the 4-H Foundation.

Carver and his wife, Hollianne, are the proud parents of daughter Carson (husband Michael) and two sons, Jack Thomas (J.T.) and Britton. The Carvers welcomed their first grandchild, Wilson, in June.
Ashley Stokes  
Dean of UT Extension

Ashley Stokes is the first woman to serve as dean of University of Tennessee Extension, which has been providing service to Tennesseans for more than 100 years. She leads nearly 1,000 Extension professionals across Tennessee with offices in all 95 counties, four Youth Development and 4-H Centers, and Extension specialists located at UT AgResearch and Education Centers. Stokes holds a bachelor’s degree from the University of Alabama, a DVM and PhD from Louisiana State University School of Veterinary Medicine where she also served on the faculty in veterinary clinical sciences, and an MBA from Colorado State University with a focus on marketing and communications. She spent six years at the University of Hawai’i conducting veterinary research while teaching pre-veterinary and animal science courses.

David White  
Interim Dean of the Herbert College of Agriculture

David White is the current interim dean for the Herbert College of Agriculture at the University of Tennessee. He is also a professor of food science and took on the role of interim department head in 2019 and most recently was associate dean for research and associate director of AgResearch. Prior to his current position, White served in several positions in the US Food and Drug Administration Office of Foods and Veterinary Medicine including Chief Science Officer/Research Director and Acting Director of the Office of Resource Planning and Strategic Management. He received his bachelor’s degree from the University of Vermont, his master’s degree from the University of Kentucky and his Ph.D. from Pennsylvania State University.

Hongwei Xin  
Dean of UT AgResearch

Hongwei Xin is the dean of UT AgResearch and director of the Tennessee Agricultural Experiment Station at the University of Tennessee Institute of Agriculture. He oversees the research programs of more than 145 scientists and 400 specialized staff located on campus and at 10 strategically-located AgResearch and Education Centers across Tennessee. Prior to joining UTIA, Xin was assistant dean for research of the College of Agriculture and Life Sciences at Iowa State University, where he was also a Charles F. Curtiss Distinguished Professor in the Departments of Agricultural and Biosystems Engineering (ABE) and Animal Science. He was also director of the Egg Industry Center and was recently honored with a legacy award.
ADDITIONAL EXECUTIVE COUNCIL MEMBERS

Doug Bohner
Chief Operating Officer

Chris Clark
Associate Vice Chancellor, Faculty Affairs

Charley Deal
Vice Chancellor, Advancement

Angela Gibson
Chief Information Officer

Tom Gill
Chair, Smith International Center

Steve Glaffenhein
Director, Facilities

Bill Jackson
Director, Human Resources

Ron Maples
Interim Associate Vice Chancellor, Business and Finance

Lisa Stearns
Vice Chancellor, Marketing and Communications

Hannah Wright
Stakeholder Engagement

EXECUTIVE COUNCIL

STANDARDS

We work together toward shared priorities and vision, reflecting an attitude of “Institute first.”

We commit to a fresh start, focusing on making the best better.

We adhere to a culture of utmost integrity, respect, and trust.

We listen first.

We bravely ask the hard questions.

We commit to timely, transparent communication and decision-making.

As leaders of the UT Institute of Agriculture, our work is guided by service to each other and the people of our state, the nation, and the world.

We move beyond teamwork and collaboration to help one another thrive in reaching our goals.

We ask ourselves, “What am I going to do to make the University of Tennessee better today?”

We strive to provide Real. Life. Solutions., equipping our citizens and stakeholders with data-driven information and the skills necessary to meet the challenging needs of diverse communities and our ever-changing world.
Knoxville Community

Nestled in the heart of the scenic Tennessee Valley, Knoxville effortlessly combines southern charm with vibrant urban living. As the third-largest city in the state, Knoxville offers a rich blend of history, culture and natural beauty. With a thriving economy, robust education system and diverse recreational opportunities, Knoxville has become a prime destination for both residents and visitors alike.

**Historical Significance:** Founded in 1791, Knoxville once served as the capital of Tennessee, playing a pivotal role in the nation’s history. It witnessed significant events during the Civil War and the civil rights movement. Today, historic sites like James White’s Fort, the Blount Mansion and the East Tennessee History Center offer a captivating glimpse into the region’s past.

**Cultural Vibrancy:** Knoxville stands as a thriving cultural hub, celebrating the arts in all their forms. The historic Tennessee theatre, located in downtown Knoxville, hosts Broadway shows, concerts and film screenings. The Knoxville Museum of Art showcases an impressive collection of regional and contemporary art, while the East Tennessee Historical Society hosts thought-provoking exhibitions. Festivals like the Dogwood Arts Festival and the Big Ears Festival further enhance the city’s cultural tapestry.

**Natural Beauty:** Knoxville’s breathtaking natural surroundings attract outdoor enthusiasts. Situated at the foothills of the Great Smoky Mountains, the city offers access to stunning hiking trails, scenic drives and camping adventures. The Tennessee River, located nearby, provides opportunities for boating, fishing and water-sports. Urban green spaces like World’s Fair Park and Ijams Nature Center offer peaceful retreats within the city limits.
State of Tennessee

Tennessee is a state with more than 6.9 million people, four large metropolitan areas, two time zones, and an economy ranked* 16th-largest in the United States. While more Tennessee jobs and economic activity today are industrial or knowledge-based agrarian than farming and agriculture, production remains fundamental to the state’s economy. Major outputs include textiles, cotton, cattle, and electrical power thanks to being home to Tennessee Valley Authority (TVA).

From the Appalachian Mountains on the eastern border, to the Mississippi River on the western border, Tennessee spans a distance of more than 400 miles. Major geographic and cultural diversity are evident from the mountainous landscape of East Tennessee to the rolling hills surrounding Nashville in middle Tennessee to the delta and farming areas of the west.

The state’s four largest cities are Nashville, metropolitan area population: 1.95 million; Memphis, metropolitan area population: more than 1.3 million; Knoxville, metropolitan area population: almost 870,000; and Chattanooga, metropolitan area population: about 550,000.

Major corporations headquartered in Tennessee include TVA, Flying J/Pilot Corp., and Regal Entertainment Group based in Knoxville; Eastman Chemical based in Kingsport; Nissan’s North American headquarters in Franklin; the headquarters of Caterpillar Financial, Bridgestone-Firestone, Dollar General and HCA Healthcare, all based in Nashville; and FedEx, AutoZone, International Paper, all based in Memphis.

The University of Tennessee, draws students from and boasts alumni in each of Tennessee’s 95 counties. Collectively, the entire state is the campus, and overseeing all UT enterprises and maintaining relationships with the University’s numerous constituencies statewide is the responsibility of the UT System president.

*Source: U.S. News and World Report Economy Rankings
All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Requests for accommodations of a disability should be directed to the Office of Equity & Diversity, 1840 Melrose Avenue Knoxville, Tennessee 37996-3560 or oed@utk.edu or (865)974-2498. Inquiries and charges of violation of Title VI (race, color and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Investigation & Resolution 216 Business Incubator Building 2450 E.J. Chapman Drive Knoxville, Tennessee 37996 or (865)974-0717 or investigations@utk.edu.