

Vice Provost of Academic Personnel

Academic Administrator Series

Position Overview

The University of California, Agriculture and Natural Resources (UC ANR), a statewide program with local development and delivery, is seeking applications for the position of Vice Provost of Academic Personnel.

Location Headquarters: UC ANR Building, 2801 Second Street, Davis, California

Purpose: The University of California, Agriculture and Natural Resources (UC ANR) is committed to excellence that reflects delivering evidence-based solutions to a diverse and inclusive audience. The UC ANR seeks a highly motivated individual with an exceptional leadership and academic record to serve as Vice Provost of Academic Personnel.

Through leadership, vision and strategy the successful applicant will advance the UC ANR's mission of impact through extension education and applied research that supports all Californians by

- Promoting successful recruitment, development and retention of UC ANR academics,
- Identifying tools, trainings, and evaluation measures for reaching diverse audiences through inclusive programming, and
- Supporting streamlined performance evaluation of UC ANR personnel that promotes innovation and excellence to positively impact the lives of all Californians.

Specific elements include

- **Capacity Building and Inclusion.**
 - Working closely with Academic Human Resources, lead the recruitment of academic positions within UC ANR.
 - Provide leadership for implementation of practices leading to recruitment of a diverse workforce of talented academics.
 - Develop personnel development paths and mentoring options for academics and program staff that build success, innovation and inclusion for positive change in reaching diverse audiences.
 - Mentor academic advisors and other staff to do their best work and solve issues.
 - Provide leadership to lifelong learning and career-long development of academics to deliver impactful programming that reaches representative populations.
- **Performance review.**
 - Help build an evaluation system with metrics that enable personnel to assess progress and impact in relation to Public Value Statements and inspires collaboration among academics (on and off campus) and staff.
 - Serve as chair of UC ANR Peer Review Committee to oversee the evaluation of academic advancement cases (merit and promotions).



- Serve as a liaison with the Academic Assembly personnel committee on appointment and training of ad hoc review committees.
- As needed, identify and execute disciplinary actions, support investigation cases, and review academic grievances.

This position sits on Program Council and is a key member of a combined leadership team, including the Vice Provost of Strategic Initiatives and Statewide Programs, the Vice Provost of Research and Extension, and the Associate Vice President. This position works closely with Academic HR, Learning and Development, the Program Planning and Evaluation units, and with a DEI director/DEI Advisory Council.

Qualifications

Required Qualifications

Education: A minimum of a Ph.D., or other terminal degree, in a field of science relevant to UC ANR programming is required prior to the appointment start date.

Additional Requirements

- A record of scholarly and administrative achievement that demonstrates a commitment to academic excellence in achieving Cooperative Extension and applied research impacts.
- Significant experience as an academic administrator with demonstrated leadership skills.
- Demonstrated success recruiting and mentoring academics for career success.
- Strong understanding of Cooperative Extension and the Land Grant mission.
- Demonstrated experience in evaluating academic programs and in developing and executing strategies that promote organizational change.
- Values diversity and can communicate how to build that into programs and work environments.
- In-state 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.

Skills Required

To be successful requires skills in the following area:

- Ability to exercise independent judgment to integrate resources, policies, and information to develop equitable policies and procedures is required.
- The ability to analyze and interpret UC and UC ANR policies and procedures is essential.
- The successful applicant must have outstanding data collection and reporting skills and will set direction for continuous improvement, increasing UC ANR's reach to all California residents, and enhancing programmatic impact by building programs that lead to academic success.
- Strong attention to detail, high accuracy, solid quality and sound organizational skills.

Technical Competence and Impact

The candidate should have a deep understanding of key concepts related to management and evaluation.

Communication

Demonstrated excellence in written, oral and interpersonal and information technology communication skills. Public speaking is a routine part of this position.

Collaboration, Teamwork and Flexibility

Demonstrated ability to work collaboratively as a team member with others. Able to adapt as circumstances warranted.

Lifelong Learning

Demonstrated commitment to ongoing self-improvement - both professionally and as a person. Ability to shift program focus as times and organizational needs change.

Learn more about Skills and Areas of Programmatic

Review (including Professional Competence, University and Public Service and Affirmative Action and DEI) at:

<https://ucanr.edu/sites/anrstaff/files/319460.pdf>



Additional Expectations

In addition to the administrative expectations listed above, all UC ANR Academic Administrators appointees are also responsible for performance in the area 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 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 area, such as presenting at conferences or workshops or holding offices in peer groups.

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 organization, regional, state, national, or international level. Examples of potential University service activities include serving on UC ANR 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.

Affirmative Action: An understanding of and commitment to UC ANR's affirmative action goals and commitments is expected of all administrators. Further, UC ANR is committed to a culture of inclusion within the organization and across all programs. 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. The Vice Provost must be a champion and model for inclusive excellence in both programs and work environment.

Relationships: The Vice Provost of Academic Personnel reports directly to the Associate Vice President of UC ANR.

About UC ANR

The University of California, Division of Agriculture and Natural Resources (UC ANR) consists of a network of scientists and educators working in partnership across the California. We are committed to developing and supporting healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers UC Cooperative Extension UCCE), which is responsible for program development and delivery in the counties throughout the state of California.

Learn more about

- UC ANR at ucanr.edu
- Our Strategic Initiatives ucanr.edu/sites/StrategicInitiatives
- Our Public Value statements at [ucanr.edu/sites/anrstaff/2016-2020 Strategic Plan/Goal 5 Prioritize programs and services/Public values statement](http://ucanr.edu/sites/anrstaff/2016-2020%20Strategic%20Plan/Goal%205%20Prioritize%20programs%20and%20services/Public%20values%20statement)

Salary & Benefits

Salary: The 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:

<https://www.ucop.edu/academic-personnel-programs/files/2022/july-2021-scales/t34.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>
For more information, refer to the UC Benefits website at: ucnet.universityofcalifornia.edu.

How to Apply

If interested in this position, please visit: recruit.ucanr.edu and choose “applicants” (refer to position #21-03).

Closing Date: To ensure full consideration, submit materials by **February 1, 2022**. Those received after February 1, 2022 may be considered if the position has not yet been filled. (Open until filled).

Questions?

Contact Tatiana Avoce email: tavoce@ucanr.edu

Applicants may wish to explore the UC Davis Services for International Students and Scholars web page at siss.ucdavis.edu as a resource.

University of California Cooperative Extension

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status. 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.