



## **Associate Dean, Department of Agricultural and Natural Resources**

Legal Title: Associate Dean

The Associate Dean is a senior level leadership administrator who will provide overall management and direction across the Cooperative Extension Department of Agriculture and Natural Resources, while fostering an environment that is inclusive, trusting, respectful, and collegial.

Collaborating with and reporting directly to the Dean of UW Cooperative Extension, The Associate Dean will serve as a core member of the Cooperative Extension Leadership team by contributing to the development of policies and procedures and serving as the main channel of communication between the Dean's Office and the Department of Agriculture and Natural Resources, working with colleagues to strengthen and manage partnerships and local relationships, strategically managing the personnel and budget of the underlying Institutes, overseeing, promoting, and supporting the development of new programming and program delivery, and driving strategic branding and communication to external partners and organizations. As a function of this leadership role, the Associate Dean will supervise Institute Directors, institute support positions, as well as the Faculty Chair of the Academic Department of Agriculture and Natural Resources.

Successful applicants will need to be qualified for ranked faculty status in the Agriculture and Natural Resources Academic Department. This is a full time, limited appointment with an initial appointment period of 18-months that is renewable at discretion of the Dean.

### **PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS**

**Organizational Strategy and Decision Making** - Serve as a core member of the Cooperative Extension Leadership Team by contributing and developing policies and procedures while acting as the main channel of communication between the Dean of the Cooperative Extension and Department of Agriculture and Natural Resources and the imbedded Academic Department of Agriculture and Natural Resources.

- Provide strategic insight and direction for research, programming, evaluation and extramural funding for all discipline areas within Department of Agriculture and Natural Resources at UW Cooperative Extension.
- Oversee the recruiting, hiring and training processes for Institute and Center Directors and Department employees in alignment with system, institutional and divisional policies and practices.
- Manage strategic goals and methodology for uniform evaluation and reporting across all Institutes.
- Communicate and collaborate with Extension divisions across the country through meetings and conferences to identify nationwide emerging issues that can be brought back to UW Cooperative Extension.

- Liaise between Institute Directors and Dean of Cooperative Extension to address national emerging issues.
- Oversee, support, and promote the development of new programming and program delivery, publish peer-reviewed journal manuscripts, presentations at state, regional and national conferences and successful acquisition of extramural funding.

**Personnel and Budget Management** - Oversee and allocate the departmental budget to Institutes, developing strategies to diversify funding pools for the Department of Agriculture and Natural Resources.

- Manage overall budget for Agriculture and Natural Resource Department and collaborate with Institute Directors and Assistant Deans to assess and allocate budgeting needs.
- Develop strategies to diversify funding sources for Department of Agriculture and Natural Resources.
- Supervise, coach, and lead Institute Directors, institute support positions, as well as the Faculty Chair of the Academic Department of Agriculture and Natural Resources.
- Promote a diverse & inclusive environment within the Department of Agriculture and Natural Resources through hiring practices and promotion of an inclusive work environment.

**Partnership Management** - Strengthen and manage partnerships and contractual relationships with campuses and local areas through the respective Associate and Assistant Deans to align annual goals.

- Align annual strategic initiatives in coordination with Assistant Deans for Local Partnerships and Associate Deans on partner campuses.
- Ensure strategic alignment between Extension Area priorities and Institutes to focus on and apply locally relevant content throughout the state of Wisconsin.
- Negotiate memoranda of understanding and contractual terms with University of Wisconsin campuses for shared personnel and resources.
- Communicate with the Dean of Cooperative Extension to provide ongoing updates on performance and initiatives of programmatic content in the Agriculture and natural Resource Department.
- Build relationships with federal bodies, state officials, and municipalities to address mutual priorities and secure external funding
- Spearhead branding opportunities on behalf of the Department of Agriculture and Natural Resources.
- Develop new and strengthen existing key strategic partnerships with nonprofit and nongovernment organizations

## **QUALIFICATIONS**

The Associate Dean of Agriculture and Natural Resources should meet the following qualifications:

### Minimum Qualifications

- Must be a Current UW-Extension, Cooperative Extension Employee that qualifies for ranked faculty status
- Master's Degree
- Proven record of program development, research, scholarship, peer-reviewed publishing, and securing extramural funding
- Demonstrated supervisory experience.
- Successful record of building effective working relationships with elected officials at the local, county, state or federal level
- Demonstrated ability to work effectively with communities underserved by UW-Extension
- Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity

### Ideal Qualifications

- Doctorate/terminal degree
- Experience managing budgets and people in institutions of higher education
- 10-years of successful supervisory experience

### **TYPE OF APPOINTMENT**

This position is a full time, Limited appointment in the University of Wisconsin-Extensions division of Cooperative Extension. This appointment is a limited appointment within the meaning of Section 36.17 Wisconsin Statutes, the Wisconsin Administrative Code Chapter UWS 15, and the derived policies of the University of Wisconsin System and UW-Extension. This position serves at the pleasure of the Dean. Termination from a limited appointment is not considered a dismissal and is not subject to appeal.

### **POSITION BENEFITS AND SALARY**

State of Wisconsin benefits (<https://www.wisconsin.edu/ohrwd/benefits/>), including retirement, vacation, sick leave, health insurance, and other insurances. Salary will be determined based on qualifications and experience.

### **EQUAL OPPORTUNITY**

As an affirmative action employer, University of Wisconsin-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. University of Wisconsin-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance.

### **INSTRUCTIONS FOR APPLICANTS**

**This position is open to current UW-Extension, Cooperative Extension employees only.**

For assured consideration, application materials, including all required documents must be received by Sunday, June 11, 2017.

Required Application Materials:

1. A current CV
2. A cover letter, not to be longer than 3 pages, that addresses the following questions/information:
  - a. What two things excite you most about this position?
  - b. What do you see as the two biggest challenges that the incumbent in this position will face, and how would you approach those challenges?
  - c. Please describe the specific academic qualifications and accomplishments that you have achieved that have prepared you for this role.
3. A list of references to include names, contact information, and organizational affiliation.

**For questions regarding this position, please contact Dean Karl Martin ([karl.martin@ces.uwex.edu](mailto:karl.martin@ces.uwex.edu))**