

Vice Provost of Academic Personnel and Inclusive Excellence

Academic Administrator Series

Position Overview

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

Purpose: The University of California (UC) seeks a highly motivated individual with an exceptional academic record to serve as Vice Provost of Academic Personnel and Inclusive Excellence for the University of California, Agriculture and Natural Resources (UC ANR). Through leadership, vision and strategy the successful applicant will advance academic excellence in research and Cooperative Extension, while implementing UC's commitment to diversity, equity, and inclusion (DEI).

This senior leader will navigate the UC ANR system and support success of new academics, strategize best methods for interpretation and implementation of policy, and ensure consistency in policy implementation and treatment of academics across all UC ANR programs and locations. The position provides oversight of academic hiring and the academic peer review process, and is expected to develop and deliver a mentoring program for new and advanced UC ANR academics. Additionally, the position is responsible for ensuring that diversity, equity and inclusion are prioritized for all employees across the division. 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, enhancing programmatic impact.

Additionally, it is expected that this position will identify and implement best practices and evidence-based approaches to excellence in diversity, equity, and inclusion building cultural competence, understanding and activism of employees on all levels, and helping create and drive a culture of inclusion and belonging. This senior leadership role is charged with creating an environment of learning and leadership development that facilitates the implementation of UC ANR's diversity, equity and inclusion goals throughout the organization.

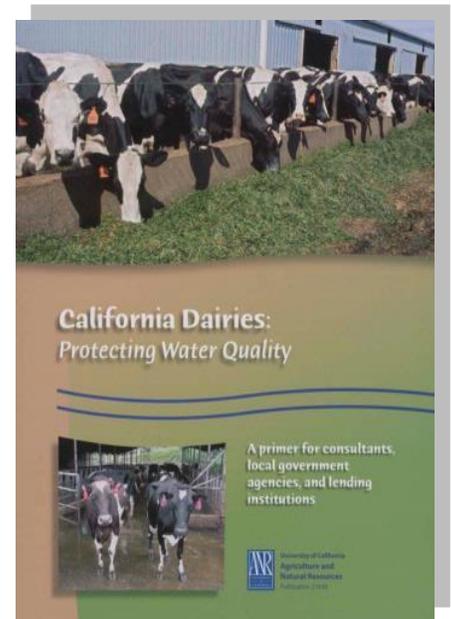
The Vice Provost of Academic Personnel and Inclusive Excellence is a key member of a combined leadership team, including the Vice Provost of Strategic Initiatives and Statewide Programs, the Vice Provost of Research and Extension, and the Associate Vice President. This senior leader is the liaison to UC ANR's Academic Assembly Council.

Major Responsibilities: The Vice Provost of Academic Personnel and Inclusive Excellence will provide leadership and advocacy for a unified UC ANR program with strong statewide, campus, and local presences. This is a senior leadership position for UC ANR and works closely with Academic HR, Learning and Development, and Program Planning and Evaluation units.

Specific aspects of duties include:



- Performing critical functions to achieve the mission of UC ANR by promoting:
 - Responsiveness to client needs and issues of importance to California
 - Integration of research and outreach efforts across counties, campuses and organizational units
 - Teamwork and collaboration among team members and cooperators
 - Effective and efficient use of organizational resources
 - Understanding of UC ANR programs by stakeholders
- Leading efforts that go well beyond Affirmative Action and Civil Rights compliance to achieving a multi-cultural diverse, equitable, and inclusive organization
- Providing leadership in academic recruitments and identifying best-practice and evidence-based approaches to ensure sustained, long-term inclusive excellence in recruiting, supporting, and retaining academics
- Developing training programs for academics and staff to achieve excellence in inclusive program delivery skills to an diverse audience and providing necessary support by working closely with Academic HR, Learning and Development and Program Planning and Evaluation professionals, and the senior leadership team
- Developing academics to positively engage with and support staff development in joint achievement of the institute's goals
- Leading development of a plan to assess effectiveness of DEI efforts, with an aim to improve the efficacy and impact of strategic initiatives by working with a DEI Advisory Council
- Serving as chair of UC ANR Peer Review Committee to oversee the merits, promotions and evaluation processes of academic personnel
- Identifying and executing disciplinary actions, supporting investigation cases, and reviewing academic grievances
- Collaborating closely with the Vice Provost of Statewide Programs and Strategic Initiatives and the Vice Provost of Research and Extension, as a team, to bring the broad array of activities and efforts within UC ANR into a cohesive integrated system
- Staffing the operations of the DEI Advisory Council and any related subcommittees
- Serving as UC ANR leadership liaison to the UC ANR Academic Assembly Council
- Serving as a member of the UC ANR Program Council which advises the UC ANR Vice President on statewide planning and delivery of programs as well as developing recommendations for allocation of UC ANR resources
- Promoting the outreach goals established by UC ANR in all ways consistent with other responsibilities of the position and with all applicable state and federal laws and regulations and University policies



Qualifications and Expectations

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. A minimum of three years of program experience with a demonstrated ability to develop and execute effective organizational strategies that promote DEI excellence is required. Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues is required. Excellent written, oral and interpersonal communication skills are required. The ability to analyze and interpret UC and UC ANR policies and procedures is essential. Ability to exercise independent judgment to integrate resources, policies, and information to

develop equitable policies and procedures is required. Experience in and understanding of Cooperative Extension is desirable. Skills to communicate effectively in a second language are desirable.

Additional Requirements: The position requires a strong attention to detail, high accuracy, solid quality and sound organizational skills. The successful applicant demonstrates sound decision making ability using judgement and ingenuity while keeping brand protection at forefront, the ability to navigate across the organization with excellent project management skills and to act with a sense of urgency, and effective project management, often with no direct authority. Experience providing direction on developing relationships with underserved or underrepresented communities, communities of color and people of varying abilities is required. Extensive 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.

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 and Inclusive Excellence 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/1920/1920-adj-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 **April 15, 2021**. Those received after April 15, 2021 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
