

# SEARCH PROFILE:

ASSOCIATE DEAN FOR EXTENSION



UNIVERSITY OF  
**GEORGIA**

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## THE OPPORTUNITY

The University of Georgia (UGA) invites applications and nominations for the position of Associate Dean for Extension. The university seeks a leader to provide vision, direction, and leadership to one of the top Cooperative Extension programs in the country. This is an opportunity to extend into the future more than 100 years of serving the citizens of Georgia with reliable, science-based research information.

The Associate Dean reports to the Dean and Director of the College of Agricultural and Environmental Sciences and supervises 400 faculty and 800 professional staff. The [Extension Organizational Chart](#) depicts the structure of the organization.

The successful candidate will be physically located in Athens with the expectation to balance visibility and advocacy for programs state-wide in all 159 counties.

The associate dean is expected to take office in September of 2024.

Learn more about the [University of Georgia Cooperative Extension Service](#).

## LEADERSHIP AGENDA

The next Associate Dean for Extension will have the opportunity to lead a number of key initiatives, including:

- Develop and lead a contemporary extension program committed to excelling at serving current audiences and expanding programming in urban areas.
- Continue to grow and strengthen relationships with key stakeholders within counties.
- Increase funding to support growth and innovation of extension programming.



## POSITION DESCRIPTION

### POSITION SUMMARY:

As a Senior member of the Executive Leadership Team for the College, this position requires visionary leadership in the development and implementation of strategic goals and objectives and in the management and administration of statewide Extension programs in the College of Agricultural and Environmental Sciences (CAES). Utilizing the college's 9 academic departments, as well as statewide specialists and county agents, the college's extension programs deliver lifelong learning across the state through science-based programs and education in agriculture and the environment, family well-being, and 4-H youth development. The Associate Dean promotes the recruitment, development, and retention of a statewide workforce dedicated to excellence, promotes inclusive excellence in faculty, staff, and extension audiences, supports the effective delivery and management of extension programs in multiple mediums, searches for and expands opportunities to solve critical statewide problems, and effectively manages the extension budget for the College to forward strategic goals. The Associate Dean is a 12-month position. Allocation of appointment is 100% Administration.

### RESPONSIBILITIES:

#### Executive Leadership Team participation and Strategic Planning:

1. Functions as a key member of the Dean's Leadership Team in the development of strategic goals and objectives. Provides effective counsel for strategies and processes as it relates to the extension mission of the College. Pursues opportunities to collaborate with the College's research and academic affairs mission areas.
2. Provides innovative leadership in planning, implementing, and evaluating Extension programs and communicating these goals to internal and external audiences, preparing Extension and 4-H to face the challenges of the 21st Century.

3. Participate in University service roles and activities that advance the reputation and professionalism of CAES. Works proactively with the Office for the Vice-President of Public Service and Outreach in the coordination and collaboration of activities related to the extension program.
4. Provide leadership and oversight in faculty governance issues and support for the College's Promotion and Tenure practices and faculty performance review processes.
5. The Associate Dean is administratively responsible to the Dean and Director of the College of Agricultural and Environmental Sciences of the University of Georgia and will work closely with the Associate Dean for Academic Affairs and the Associate Dean for Research, the Assistant Dean of the Tifton Campus, the Assistant Dean/Director of the Griffin Campus, the Senior Director of Finance and Administration, and Academic Department Heads to ensure a coordination of efforts within the College.

#### Program Coordination and Communication:

1. Provide effective strategic and visionary leadership for the nearly 1000 Extension Public Service faculty and staff members throughout the State of Georgia. This includes organizational development, innovative recruitment, effective retention practices, policy development, and more.
2. Cooperate with Academic Department and Extension Heads in the development and implementation of research-based Extension programs.
3. Provide visionary leadership and management for the UGA Extension leadership team consisting of Assistant Deans, District Extension Directors, Program Leaders and others for advancing a contemporary Extension vision, mission and goals.

## POSITION DESCRIPTION (CONT.)

4. Coordinate UGA Extension activities in collaboration with the College of Family and Consumer Sciences, and Fort Valley State University.
5. Assist Department Heads with long-range strategic planning and policy development for teaching, research, and outreach in the College.
6. Oversee the Smith-Lever budget and program funding in coordination with the CAES Business Office. Provide effective and proactive leadership to ensure statewide Extension and 4H programming meets USDA-NIFA standards regarding participation, documentation, internal auditing, and Limited English Proficiency access.
7. Work closely with UGA Extension leadership at the District and County levels to build and enhance strong collaborations and partnerships with County and Municipality Governments.
8. Collaborate with other universities, UGA Colleges, Schools and Units, and state and federal agencies on extension-related issues. Participate in professional extension organizations as appropriate.
9. Represent UGA Extension with internal and external stakeholder groups.

### **Resource and budget management:**

1. Effectively allocate and oversee the Extension budget to advance the mission and provide an equitable distribution of funds.
2. Develop and collaborate with an effective Extension leadership team to build State, county, and BOE support for Extension programs throughout the state.

3. Work in partnership with College and UGA administration, along with local governments, to ensure the development and maintenance of world-class facilities that support the implementation of all Extension programming.
4. Participates in an effective analysis of the development and training needs of Extension Faculty and staff anticipating the organizational needs of a changing workforce, effectively communicates Tuition Incentive Programs, instructional design and teaching training, and educational opportunities for faculty.

### **QUALIFICATIONS:**

- Candidates must have an earned doctorate and a record of scholarly or creative activity suitable for either the rank of Professor in UGA's tenure track promotion system or the rank of Senior Public Service Associate in UGA's Public Service Promotion system.
- Candidates must have demonstrated expertise and leadership experience in developing, implementing and managing successful Extension/outreach programs.
- Candidates must have an understanding and appreciation of all three Extension program areas – Agriculture and Natural Resources, Family and Consumer Sciences, and 4H.
- The successful candidate must have the ability to manage large complex budgets; function effectively as part of a senior administrative team and interact and communicate effectively in a wide array of political, cultural and ethnic communities.





## ABOUT THE COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

The mission of the University of Georgia (UGA) College of Agricultural and Environmental Sciences (CAES) is to seek, verify and apply knowledge related to agriculture and the environment, and to disseminate this knowledge through student education and public outreach programs. CAES is among the best and most established U.S. colleges of agriculture. In its classrooms, its Agricultural Experiment Stations and its statewide network of UGA Cooperative Extension offices, the faculty and staff of CAES are dedicated to discovering, teaching and delivering the science required for healthy living to flourish in Georgia.

Agricultural and environmental sciences are only as important as the food you eat, the clothes you wear and the water and air around you. To improve the quality and guard the safety of life's necessities, the UGA College of Agricultural and Environmental Sciences has gathered world-renowned scientists and exceptional students.

Follow the links below to explore more:

- [CAES impact and stats](#)
- [Stories of CAES and UGA Extension's work](#)
- [CAES and UGA Extension's news](#)

## ABOUT THE UNIVERSITY OF GEORGIA

The University of Georgia, located in Athens, Georgia, is a Research, land-grant institution in the University System of Georgia. Founded in 1785, the University of Georgia is the largest and most comprehensive educational institution in the state. The campus and community of Athens offer many cultural and recreational opportunities. UGA has approximately 35,200 undergraduates and has been ranked by U.S.

News and World Report as one of the top 20 public institutions of higher education in the United States. The main campus is approximately 60 miles from the Blue Ridge Mountains, 185 miles from the coast, and 70 miles from Atlanta, a large, diverse, major metropolitan area. Please visit the University's website at [www.uga.edu](http://www.uga.edu) for additional information.



## NOMINATIONS, INQUIRIES, AND APPLICATIONS

Academic Search is assisting University of Georgia in this search. Nominators, prospective candidates, and others with questions may write to [UGAExtension@academicsearch.org](mailto:UGAExtension@academicsearch.org). A confidential conversation about this opportunity can be arranged with senior consultant Maria Thompson at [maria.thompson@academicsearch.org](mailto:maria.thompson@academicsearch.org).

This position will be open until filled or closed. Applications received by **August 1, 2024** will be given first consideration.

Candidates should prepare and submit the following:

1. Formal letter stating the applicant's qualifications for the position and a statement of leadership philosophy
2. Current resume that includes a list of publications
3. List of four references with contact information including email addresses. References will not be contacted without further communication with the applicant.

*The University of Georgia is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR ([hrweb@uga.edu](mailto:hrweb@uga.edu)).*

# ABOUT ACADEMIC SEARCH

Academic Search is assisting University of Georgia in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.



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