



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

EXECUTIVE SEARCH



LEADERSHIP PROFILE

Senior Vice Chancellor
Finance & Administration

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Position Announcement **Senior Vice Chancellor** **Division of Finance & Administration** **University of Tennessee, Knoxville**

Position Description

The University of Tennessee, Knoxville’s Office of the Chancellor is conducting a national search for the position of Senior Vice Chancellor for the Division of Finance & Administration, with an anticipated start date on or before August 1, 2024. The Senior Vice Chancellor is accountable for the oversight and direction of the key operational divisions of the University and serves as a key advisor to the Chancellor and trusted member of the Chancellor's Cabinet.

The Opportunity



The University of Tennessee, Knoxville (UTK), home of the VOLS, has an unparalleled opportunity for a seasoned, transparent, forward-thinking, team-oriented executive to join its progressive Cabinet as Senior Vice Chancellor for Finance & Administration (SVCFA). Tennessee is a “University on the Rise” and this key leadership position is critical to maintaining that momentum and supporting the university’s tremendous post-pandemic growth and ambitious goals. Reporting to the Chancellor, the SVCFA is the chief administrative officer for the state’s flagship, land-grant, R1 university and is charged with the fiduciary integrity of the institution and leadership for all financial, physical and safety resources. The next SVCFA will have the opportunity to make major contributions to the continued success of UTK in areas of budget modeling and forecasting, master plan development and capital project planning, business process improvements, human resource and auxiliary innovations, physical security enhancements, support of student and faculty success, support of the university’s premier Athletics programs, among other rewarding engagements across campus and within the community.

The SVCFA is a key member and colleague on the Chancellor’s Cabinet and is a partner and peer to the leader of the campus’ academic enterprise, i.e., the Sr. Vice Chancellor for Academic Affairs/Provost. This position leads the Finance & Administration division which includes: Budget and Finance, Facilities, Human Resources, Public Safety (Police, EHS, Emergency Management), and certain Auxiliaries/Campus Operations such as Parking and Transportation. This executive will become a trusted, candid advisor to the Chancellor and will advocate for the Chancellor’s policies and directives once decisions are made.

The scope and scale of responsibilities are substantial including: oversight of a \$1.9B annual operating budget for the university; management of a 910-acre campus with nearly 300 buildings, direction of a human resources department serving over 8,000 employees, and support of a fully accredited public safety department protecting 36,000 students plus employees and visitors, as well as oversight of a variety of infrastructure and service functions that support the efficient operations of the university.

The University

The University of Tennessee Knoxville is the state of Tennessee's flagship land-grant university and a public Carnegie Research 1 institution. As a land-grant university and as Volunteers, serving our state and nation is key to our mission. UT enrolls approximately 36,000 students at its Knoxville campus. UT Knoxville is realizing dramatic positive change focused on solving some of the most audacious, pressing problems our country and world face today.

36,122
Students

7,573
Faculty & Staff

\$1.7 B
Annual Economic
Impact on Tennessee

Top 10
Knoxville
Employer

Fall 2023 data

STRATEGIC VISION
IT TAKES A VOLUNTEER

OUR VISION

A world enriched by our ideas, improved through action, and inspired by the Volunteer spirit of service and leadership.

OUR MISSION

At UT Knoxville we:

- Empower learners of all ages and backgrounds to achieve their dreams through accessible and affordable education and state-of-the-art research training opportunities
- Advance the prosperity, well-being, and vitality of communities across Tennessee and around the world through our research, teaching, service, and engagement
- Commit to excellence, equity, and inclusion within the university, across the state, and in all our global activities



GOALS

CULTIVATING THE VOLUNTEER EXPERIENCE

Demonstrate leadership in providing high-quality educational opportunities for people at every stage of life, whenever and wherever they seek to learn

CONDUCTING RESEARCH THAT MAKES LIFE & LIVES BETTER

Advance the frontiers of knowledge to create a more just, prosperous, and sustainable future through world-class research, scholarship, and creative work

ENSURING A CULTURE WHERE VOL IS A VERB

Develop and sustain a nurturing university culture where diversity and community are enduring sources of strength

MAKING OURSELVES NIMBLE & ADAPTABLE

Empower and sustain a culture of collaboration, agility, and innovation throughout the university

EMBODYING THE MODERN R1, LAND-GRANT UNIVERSITY

Connect with every Tennessean and with communities around the world, inspiring future Volunteers to join our diverse community

Knoxville

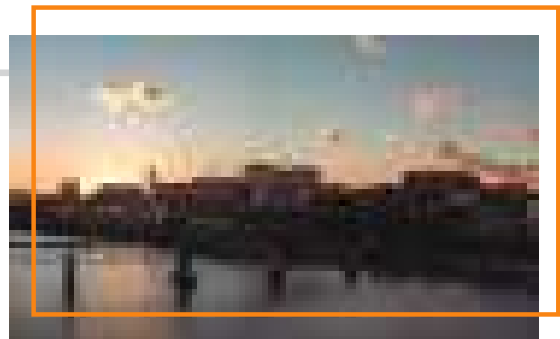
Big City, Small Town Feel

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.

The city of Knoxville is encompassed by a beautiful collection of eight picturesque lakes. Its downtown, both stunning and easily traversable on foot, boasts a charming ambiance while the vibrant music scene resonates with an array of international festivals. The city's neighborhoods exude an active energy, and its culinary landscape is punctuated by a plethora of distinctive local dining establishments. A rich tapestry of cultural and outdoor pursuits further enhances its allure.

Situated conveniently near the Great Smoky Mountains, as well as Atlanta, Nashville, Asheville, Charlotte, Louisville, and Cincinnati, the University of Tennessee Knoxville (UTK) enjoys a prime location. Knoxville's urban green spaces like World's Fair Park, Ijams Nature Center and Urban Wilderness trail system offer peaceful retreats within the city limits. The collective population of Knoxville and its surrounding counties surpasses 850,000 people.

The Knoxville region serves as a hub for prominent corporations. Notable names like Bush Brothers & Company, Oak Ridge National Laboratory, Pet Safe/Radio Systems Corporation, Pilot /Flying J and Tennessee Valley Authority find their home here. The city claims its position among the nation's top video producers, housing influential entities like Tombras Advertising Agency, AC Entertainment, and Regal Cinemas, alongside various other influential corporations, and industries.



The Division of Finance & Administration

The Finance & Administration Division has fiduciary and leadership responsibility for the Knoxville campus in three primary areas of accountability: fiscal, human resources, physical, and auxiliary operations. The goal is to provide quality support in the institution's pursuit of excellence through effective stewardship and enhancement of the University's resources. The strategies to achieve the goal of quality support of the instruction, research and public service functions include implementation of best operations practices, recommendation of efficient and cost effective policies and procedures, ensuring compliance with laws and regulations, focusing on internal and external customer needs, and the provision of a safe and productive physical environment.

Comprised of several key departments, including Campus Operations, Facilities Services, Finance, Human Resources, and Public Safety, the division plays a pivotal role in maintaining the university's operational efficiency, safety, and financial stability.

Campus Operations includes day-to-day management of offices such as campus events, fleet management, Vol card and records management, parking and transit, Vol dining, VolShop, university print and mail, and warehouse and surplus property. The department works diligently to create a vibrant and conducive environment for students, faculty and staff.

The Facilities Services Department is the largest non-academic department on the Knoxville campus. The department is responsible for the basic operation and continuous maintenance of most facilities on the main and agriculture campuses of the University of Tennessee.

The Department of Finance manages the financial resources of the university, handling budgeting, accounting, capital projects, contracts, financial reporting, the Bursar's office, procurement and compliance, and ERP projects. The office works closely with colleges and departments across campus to ensure fiscal responsibility and transparency.

Human Resources is focused on attracting, retaining, and developing talent. The department oversees recruitment, benefits administration, training and employee relations. The office fosters a diverse and inclusive work environment that supports the university's strategic vision.

Public Safety is dedicated to the security and welfare of the Volunteer community. The department supports the university's mission through collaboration with students, faculty and staff, and other campus partners.

**FY24 Revenue Budget
\$1.9B**



Facilities include roughly 280 buildings, over 17 million sq. ft. of space, & more than 910 acres of land.

Over 40 dining venues, convenience stores, coffee shops, and food trucks provide daily service to the entire campus.

Qualifications

A bachelor's degree in business administration or a related field and at least fifteen (15) years of progressively responsible senior leadership experience (or a master's degree plus at least ten (10) years of experience) in higher education administration or a position of comparable complexity in government, non-profit or private sectors are required. The ideal candidate will have a successful track record in: navigating complex, decentralized organizations and achieving effective, mission-aligned business results; recruiting, developing and managing diverse and talented staff at all levels but especially senior level directors; and demonstrated business, finance and operations experience of similar scope and scale to UTK.

Experience at a large public institution, including a land grant and/or R1 university, is a plus, as is a CPA or other relevant certification. Possession of or eligibility for a security clearance from the Department of State at a secret or top-secret level will be beneficial in this role.

Ideal Personal Attributes, Knowledge and Skills

- Understanding of the purpose/role of “administration” in supporting the mission of the university.
- Exercises critical thinking, flexibility and efficiency in challenging situations.
- Excellent interpersonal and conflict-resolution skills.
- Encourages high morale and the delivery of quality, customer-focused services by all departments and personnel.
- Strong leadership and change management skills.
- A team-oriented leader who is competent to delegate as well as be hands-on when needed.
- Strong financial acumen related to finance, accounting, risk management, debt, forecasting, etc.
- A gifted communicator (verbal and written).
- Ability to establish credibility with Boards, University and System leadership, faculty, staff, civic and community leaders.
- Process redesign experience with proven results.
- Intellectually curious and remains competent and current through self-directed professional education.
- Data driven decision maker.
- Ability to prioritize.
- High ethical standards.
- Prioritizes compliance with laws, regulations and standards applicable to activities of the division.
- Trustworthy, professional, discrete, confidential.
- Proven effectiveness in shared governance settings.
- Innovative problem solver.
- Confident but humble with ability to be decisive.
- Participant/leader in greater campus engagement, even during “off hours.”
- Understanding of the components and dynamics of a successful Division 1 athletics program.

Compensation and Benefits

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/.

To Apply

The University of Tennessee's Office of Executive Search is assisting with this search. Formal applications should be submitted via our applicant tracking system and include:

1. A detailed cover letter addressing the expectations and qualifications for the position
2. A current resume/CV
3. A list of five (5) professional references with contact information and a brief description explaining the working relationship of each to the applicant. References will not be contacted without the explicit permission of the candidate.

The position will be open until filled, but to be assured of full consideration, all materials should be received by February 26, 2024. [Click here to formally apply.](#)

Nominators and prospective applicants may reach out directly to arrange a confidential conversation about this opportunity by contacting Brooke M. Swart, Senior Executive Recruiter, bswart@utk.edu.

Equal Employment Opportunity

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 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 the policy extends to employment by the university. Inquiries and charges of violations 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 Equal Opportunity and Accessibility, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equal Opportunity and Accessibility.