

# Leadership Position Announcement

## Associate Dean and Director of OSU Extension &

## Chair, Department of Extension

College of Food, Agricultural, and Environmental Sciences

The Ohio State University

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### Position Overview

- Distribution of Effort: 100% Administration
- Position Track: Tenure

The Ohio State University invites applications and nominations for the position of Associate Dean of OSU Extension/Chair, Department of Extension in the College of Food, Agricultural, and Environmental Sciences (CFAES). The Associate Dean/Chair serves as a member of the senior leadership team of CFAES at The Ohio State University. Reporting to the Vice President for Agricultural Administration and Dean, the Associate Dean/Chair works collaboratively with other members of the CFAES leadership team (especially the Associate Dean of Academic Programs and Associate Dean of Research and Graduate Education) to support an integrated strategy across mission areas of research, teaching and Extension.

### Position Location

Columbus, Ohio (negotiable)

### Position Description

The Associate Dean/Chair will bring energy, creativity and vision toward advancing Extension's mission and more broadly outreach and engagement efforts that support the college's strategic plan. The position requires visionary leadership to ensure Extension is not only meeting the current needs of Ohioans but is preparing to meet future needs, as well. More broadly, the Associate Dean/Chair will inspire engagement and outreach efforts across the college that are meaningful and impactful to current and new stakeholders across the State of Ohio. To be successful, the Associate Dean/Chair must be skillful in building relationships with leadership colleagues, faculty and staff, volunteers, stakeholders, and decision-makers, and embody the Extension key values of trust, inclusion, care, adaptability, and efficiency.

The Associate Dean/Chair is a member of a team collectively responsible for the establishment of programmatic priorities, which enables CFAES to fulfill statutory responsibilities related to research, instruction, and Extension through work accomplished at all its locations. Program priorities are established in conjunction with various stakeholder groups comprised of individuals who are directly impacted by the work of the OSU Extension and the College. Programs are delivered through broad statewide or regional efforts and cooperatively with county-level government officials to address local needs.

The Associate Dean/Chair is responsible for the stewardship of federal, state, and local funds allocated to the College for the purpose of supporting OSU Extension. The Associate Dean/Chair establishes policies and expectations for the use of these funds college-wide and monitors the performance of units to which these funds are allocated.



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The Associate Dean/Chair also serves as the tenure initiating unit (TIU) head of the Department of Extension. In that role, the Associate Dean/Chair works closely with the Assistant Dean/Associate Chair in managing the faculty affairs of the faculty members who comprise the Department of Extension. Key responsibilities include managing faculty recruitment, hiring, retention and advancement (e.g. promotion and tenure, professional development) and participating with faculty relative to faculty governance appropriate to the Department of Extension. The Associate Dean/Chair is also expected to work with the faculty, staff, and chairs of the other departments in the college who have Extension appointments.

OSU Extension also serves as the conduit for two-way interaction between the broader campus and communities across Ohio. Much of the relationship with the broader campus is facilitated through the university's Office of Outreach and Engagement.

### Performance Objectives

- Provide leadership in carrying out the vision, mission, and Key values of OSU Extension within the context of the CFAES and in cooperation with the college Offices of Research and Graduate Education and of Academic Programs
- Lead ongoing and periodic assessment activities to ensure that OSU Extension remains relevant to the needs of Ohioans
- Promote the adoption of best practices related to Extension, engagement and outreach. Ensure that programs are of high quality, innovative and produce their intended outcomes
- Works closely with the Assistant Dean/Associate Chair of the Department of Extension in managing the faculty affairs of the department
- Ensure that OSU Extension implements CFAES policies related to Human Resources, Finance, Marketing and Communications, Advancement, Government Relations, and Information Technology. Establish and monitor adherence to Extension-specific policies
- Partner with the Office of Government Relations to establish priorities for investment in OSU Extension by local, state, and federal government. Participate in visits with elected officials as requested or appropriate
- Establish priorities for private fund development in partnership with the CFAES office of Advancement. Participate in visits with prospective donors and assist in the stewardship of current donors
- Provide oversight of the expenditure of federal Smith-Lever 3(b)(c) capacity funds as well as Cooperative Extension funds received by the State of Ohio. Also provide oversight of funds provided by the Ohio Legislature and cooperating Ohio counties in support of OSU Extension
- Identify priorities for and plan the use of federal and state Extension funds across various units of the college and to various colleges across the campus
- Participate as member of the Vice President's Cabinet
- Represent OSU Extension and CFAES to internal and external constituencies as requested or appropriate.
- Assume responsibility for the development of an Annual Plan of Work and Report of Accomplishments in Collaboration with the Ohio Agricultural Experiment Station and Central State University
- Represent OSU Extension as a member of the [North Central Cooperative Extension Association](#)



([NCCEA](#)) and National Extension Directors Association (NEDA)

- Lead innovation within OSU Extension, particularly as it related to operations, programming, and utilization of technology
- Provide leadership for and bolster the scholarship of engagement for any aspect of outreach and engagement, in and out of the OSU Extension system
- Convene regular meetings of the Extension leadership
- Provide effective supervision to Extension leaders and support staff who will assist in carrying out the vision, mission, and values of OSU Extension
- Initiate regular meetings with direct reports which lead to the development of strategic and short-term goals. Monitor progress toward those goals
- Promote a culture of inclusivity and support efforts to provide impacts to a diverse workforce and client base

## Education and Experience Requirements

*Required:*

- A doctoral degree in a discipline related to CFAES academic disciplines
- A distinguished record of scholarship to be eligible to qualify for an appointment as full professor with tenure in the Department of Extension
- Significant experience and demonstrable skills in leading and managing change in complex environments such as exist within a modern land-grant university
- Demonstrated ability to build positive, productive relationship with external stakeholders and policy-makers
- Leadership experience in Extension, engagement or outreach
- Experiences working with diverse audiences
- Budget and personnel management experience

*Desired:*

- Formal leadership in Extension, engagement or outreach that provided demonstrable experiences in strategic thinking and leadership
- Direct responsibility of budget and personnel management for a unit

## How to Apply

To be considered, please submit your application electronically via Workday at [https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Associate-Dean-and-Director-of-OSU-Extension---Chair--Department-of-Extension\\_R98640](https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Associate-Dean-and-Director-of-OSU-Extension---Chair--Department-of-Extension_R98640). Application materials must include:

*Required:*

- ☐ Cover letter
  - Describe your qualifications, areas of expertise, career goals, and alignment with desired qualifications and preferred qualifications where applicable
- ☐ Curriculum Vita (CV)
- ☐ Statement of Leadership/Administration outlining:
  - Your philosophy of leadership



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- Your experiences relative to leadership and administration
- Your approaches and experiences in leading diverse groups of people
- ❑ Statement of Extension outlining:
  - Your philosophy regarding Extension
  - Your approaches and experiences in working with diverse audiences
  - How Extension can be leveraged toward impact
  - To what kinds of impacts should a modern Extension system be anchored
- ❑ Names and contact information of three references

Initial consideration will be given to applications received by **April 11, 2024**. Review of applications will continue until the position has been filled. We welcome informal inquiries, which can be made by contacting Search Committee Chair Dr. Andy Michel (Associate Dean and Director, CFAES Wooster Campus) at [michel.70@osu.edu](mailto:michel.70@osu.edu).

### **The College and Ohio State University Extension**

The College of Food, Agricultural, and Environmental Sciences (CFAES) anchors its mission in a simple, yet powerful phrase: *We Sustain Life*. Faculty, staff and students alike contribute to this mission in a variety of ways. Our [Strategic Alignment](#) outlines the colleges values: Land-Grant Scholarship; Lifespan Learning; Diversity, Equity and Inclusion; Integrity and Accountability; and Permeable Borders. These values, which align with the university's [Shared Values](#), shape our goals of our Strategic Alignment. We are committed to scholarship across three mission areas (teaching, research, Extension) with a commitment to serving our state in addition to the country and world. As a land grant, we are part of a cooperative structure that includes key partners all dedicated to integrating research, education, and Extension to improve the food and agricultural sectors, the environment, and the quality of people's lives. We educate not just undergraduate and graduate students but learners across the lifespan. We work to ensure groundbreaking scientific discoveries are brought out of the laboratory and into the hands of those who can put them to work.

CFAES houses [11 departments/schools](#) with over [20 undergraduate majors](#) and [9 graduate programs](#), including 3 interdisciplinary programs affiliated with multiple Ohio State colleges. We are one college spanning three campuses: Columbus, CFAES Wooster, and Statewide. Our CFAES Wooster campus includes a large research station and Ohio State's only two-year academic unit, [Ohio State ATI](#). The Statewide campus includes [11 research stations](#) and Extension offices in all of Ohio's 88 counties. Our [At a Glance](#) provides additional information regarding our size, capacity, and impact as a college.

The college also administers [OSU Extension](#), the community-based outreach arm providing robust and relevant programming to Ohioans and beyond in the areas of [Agriculture and Natural Resources](#), [4-H Youth Development](#), [Family and Consumer Sciences](#), and [Community Development](#). OSU Extension fulfills the land-grant mission of The Ohio State University by interpreting knowledge and research developed by Extension and other faculty and staff on the Columbus campus, at CFAES Wooster, and other land-grant universities. OSU Extension has over 70 faculty in the Department of Extension and over 750 staff at state, regional and county levels. Numerous faculty and staff in the college, who are outside the Department of Extension, also contribute to the work of OSU Extension.

OSU Extension's vision: Because of OSU Extension, Ohioans have the knowledge and resources they need to actively engage in creating conditions in which they thrive. Supported by annual revenue of approximately

\$83 million, OSU Extension employees work alongside citizens in all of Ohio's 88 counties and within departments throughout CFAES.

## The University

Ohio State is a top-20 public university, and its Ohio State Wexner Medical Center is one of America's leading academic health centers and recently ranked No. 4 on *Forbes'* list of best U.S. employers for diversity. Eligible Ohio State employees receive comprehensive benefits packages, including medical, dental and vision insurance, tuition assistance for employees and their dependents, and state or alternative retirement options with competitive employer contributions.

The Ohio State University's [Shared Values](#) include Excellence and Impact, Diversity and Innovation, Inclusion and Equity, Care and Compassion, and Integrity and Respect. Our university community welcomes differences, encourages open-minded exploration and courageous thinking, and upholds freedom of expression.

Ohio State is a dynamic community where opportunity thrives, and individuals transform themselves and their world. Positions are available in countless fields and specialties. Become a Buckeye and contribute to an incredible legacy that serves to guide our future and shape a better tomorrow.

The Ohio State University is committed to enhancing academic excellence. Recruiting, supporting, and retaining faculty of the highest caliber is a core component of this commitment. The Office of Academic Affairs (OAA) has established [Dual Careers and Faculty Relocation \(DCFR\)](#) to focus on supporting new and prospective faculty and their loved ones. Service offerings include dual careers partner consultations, identifying potential employers and/or employment opportunities, consultation and resources related to relocation, as well as identifying opportunities to engage on campus and in the surrounding community. While employment opportunities are not guaranteed, resources and consultation are provided to support the partners of new and prospective faculty as they are considering or transitioning to The Ohio State University.

In addition to being responsive to dual-career opportunities, we strongly promote work-life balance to support our community members through a suite of institutionalized policies. Ohio State is an [NSF ADVANCE](#) institution and a member of the [Ohio/Western Pennsylvania/West Virginia Higher Education Recruitment Consortium \(HERC\)](#).

Located in Ohio's capital city, Ohio State's Columbus campus is near the center of a rapidly growing and diverse metropolitan area with a population of over 1.5 million. The area offers a wide range of affordable housing, many cultural and recreational opportunities, excellent schools, and a strong economy based on government as well as service, transportation, and technology industries. Additional information about the Columbus area is available [here](#). In addition to its Columbus campus, Ohio State has four [regional campuses](#) including Ohio State Lima, Ohio State Mansfield, Ohio State Marion, and Ohio State Newark, in addition to [CFAES Wooster Campus](#), which houses [Ohio State ATI](#).

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

*Final candidates are subject to successful completion of a background check.*



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