

POSITION SPECIFICATION
**EXECUTIVE ASSOCIATE DEAN
OF OPERATIONS AND ADMINISTRATION**
COLLEGE OF VETERINARY MEDICINE

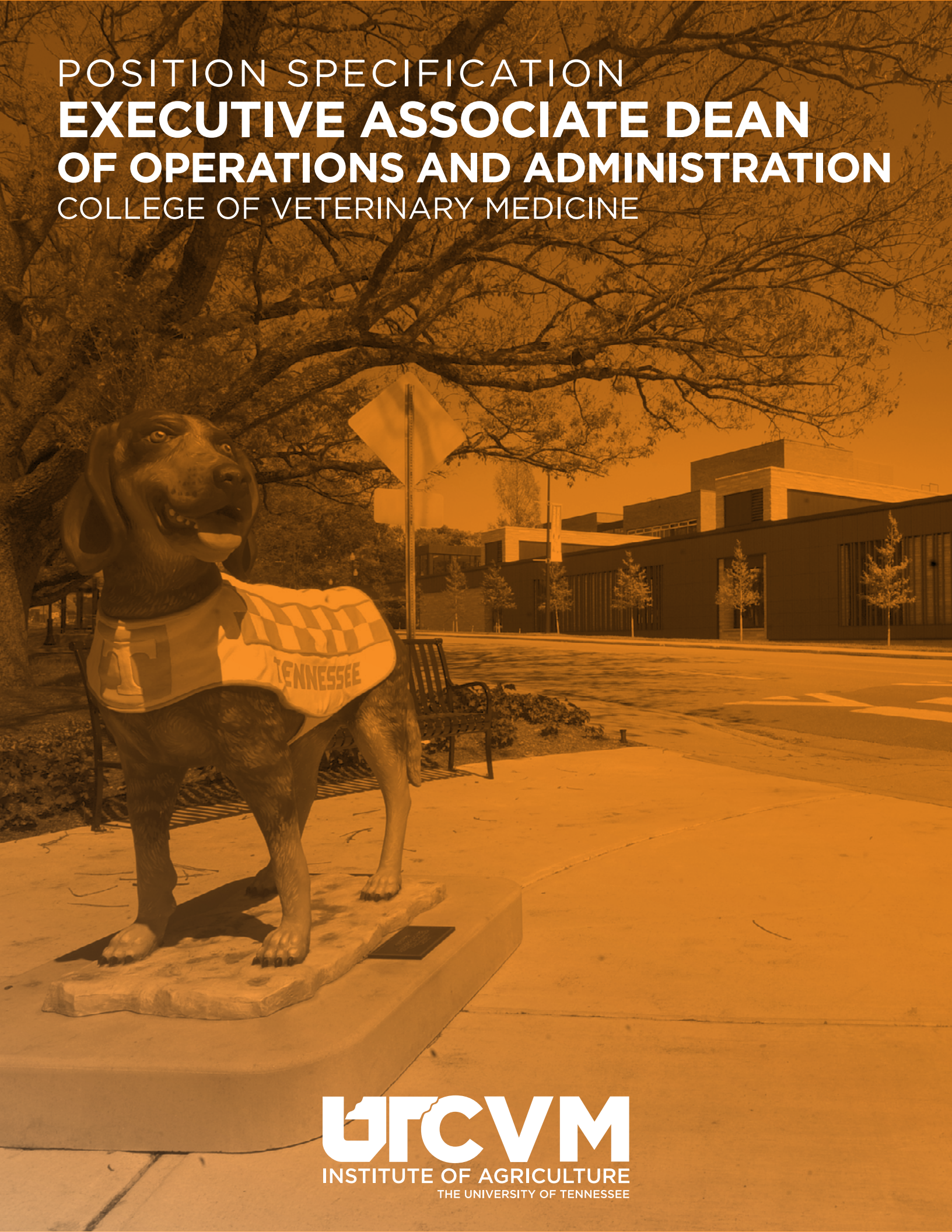


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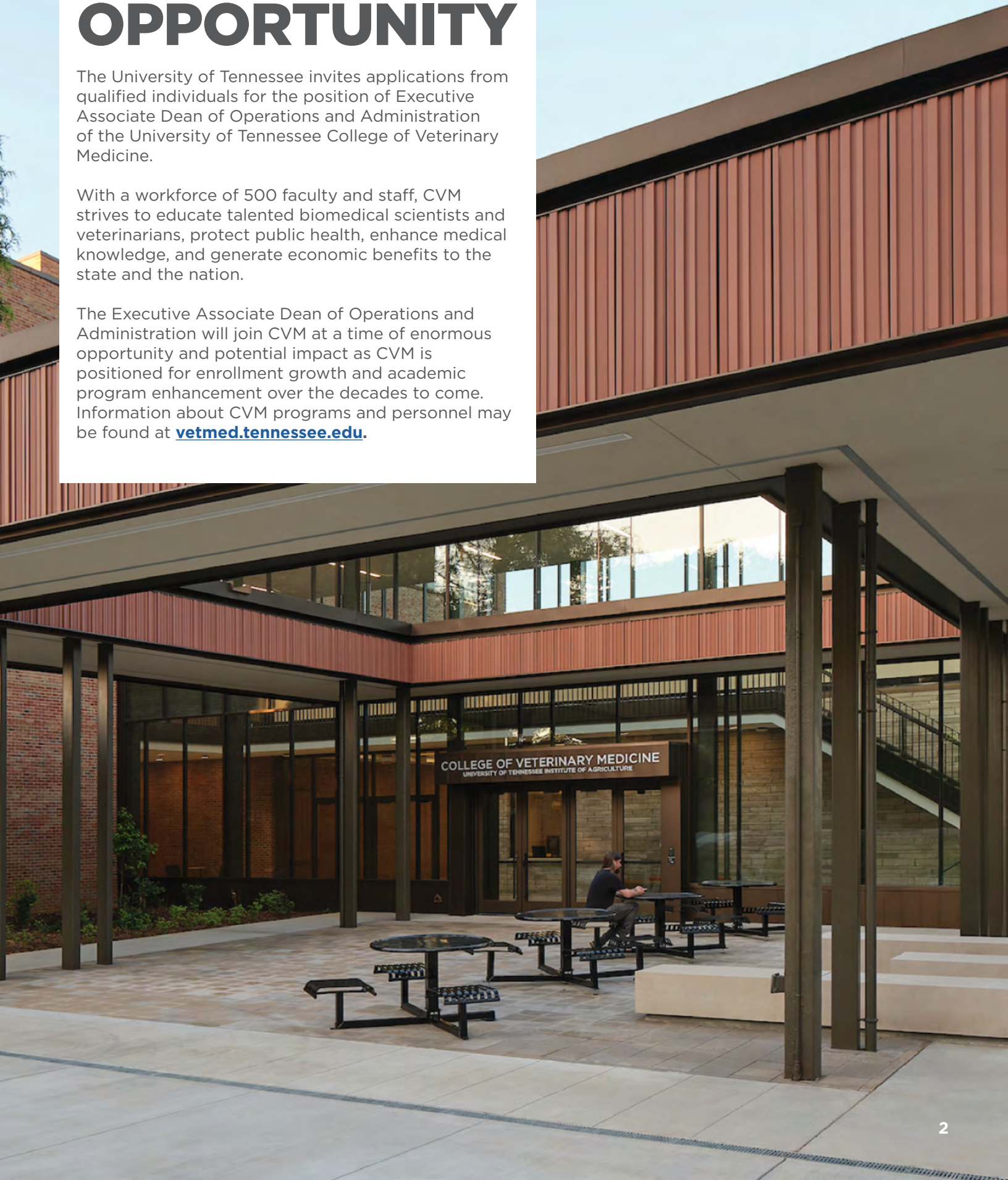


THE OPPORTUNITY

The University of Tennessee invites applications from qualified individuals for the position of Executive Associate Dean of Operations and Administration of the University of Tennessee College of Veterinary Medicine.

With a workforce of 500 faculty and staff, CVM strives to educate talented biomedical scientists and veterinarians, protect public health, enhance medical knowledge, and generate economic benefits to the state and the nation.

The Executive Associate Dean of Operations and Administration will join CVM at a time of enormous opportunity and potential impact as CVM is positioned for enrollment growth and academic program enhancement over the decades to come. Information about CVM programs and personnel may be found at vetmed.tennessee.edu.




Improving animal, human, and environmental health

The CVM mission is focused on advancing animal, human, and environmental health. The mission is accomplished through educating students in the art and science of veterinary medicine and related biomedical sciences; discovering and disseminating new knowledge to veterinarians and others, and providing exceptional veterinary care to animals. CVM supports our stakeholders through outreach activities and life-long learning.

We strive to create and sustain a college environment supportive of each individual's professional and personal growth, where all students, staff, and faculty are encouraged to expand their knowledge, to deliver exceptional service, and to enjoy life beyond the work environment.

Commitment

EACH YEAR
70%  **OF INCOMING STUDENTS**
are Tennesseans



- - Number of alumni practicing in TN counties



THE **ROLE**

Reporting directly to the Dean, the Executive Associate Dean works with the senior leadership team to accomplish the mission of the University of Tennessee College of Veterinary Medicine (UTCVM). In collaboration with the Budget Director and Dean, the EAD will manage UTCVM budget for facility operations, the veterinary medical center and diagnostic laboratories. The EAD will have an oversight of strategic program implementation and capital projects and will represent the Dean at various events. The EAD will work with the Dean and Budget Director to establish priorities when developing FY budgets. The EAD is expected to be an excellent multitasker, problem solver, dispute mediator, and able to mitigate or resolve concerns under their supervision before escalating to the Dean's level.

As a confidante and advisor to the Dean, the EAD will collaborate with the Dean on the conceptualization and refinement of ideas for growth and advancement of the UTCVM. The EAD is responsible for ensuring that the College provides exceptional and financially sustainable veterinary healthcare through our hospital and diagnostic operations, maintains quality infrastructure for all missions, manages capital projects, and works with the dean and department heads to support efforts to engage, recruit, retain and mentor exceptional faculty.

STRONG GRADUATE STUDENT ENROLLMENT

367 DVM STUDENTS
21 MASTER'S STUDENTS
37 PHD STUDENTS

VETERINARY MEDICINE CASELOAD

21,947 SMALL ANIMALS
2,022 EXOTIC ANIMALS
3,374 LARGE ANIMALS
9553 FIELD SERVICE ANIMALS

VOLVet FAST FACTS

UT COLLEGE OF VETERINARY MEDICINE

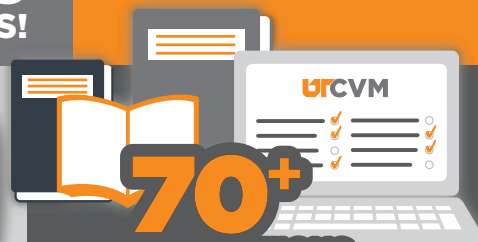
EDUCATING
STUDENTS FROM
the US, CANADA
AND BEYOND



**CUTTING
EDGE
TEACHING
SPACE**



**21 STUDENT
ORGANIZATIONS
AND GROWING**



ELECTIVE OPTIONS

SMALL ANIMAL | LARGE ANIMAL | BIOMEDICAL & DIAGNOSTICS
DVM • MPH • PhD • MS



96% 10YR. AVG.
NAVLE PASS RATE

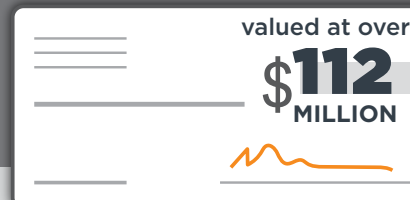


38,000+
ANIMALS TREATED
ANNUALLY

Since 2001

UTCVM faculty have been awarded over

**900 GRANTS AND
CONTRACTS**



valued at over
**\$112
MILLION**

**SOME OF OUR
PARTNERSHIPS
AND OUTREACH
INCLUDE**



Veterinary Summer
EXPERIENCE
PROGRAM



AMERICAN
EAGLE
FOUNDATION



68 WEEK
CLINIC
CURRICULUM
PHASE



**RESEARCH
ABROAD
OPPORTUNITIES**



96% 5YR. AVG.
GRADUATION RATE

Mobile Spay & **NEUTER**
Clinic

AVG. **20** MOBILE SURGERIES
PER STUDENT



UTCVM
INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE



The human-animal relationship is something that can greatly enhance one's life, as well as contribute to some significant challenges. Since 2002, UT Veterinary Social Work has been working with animal owners, veterinary teams, and community members to navigate the variety of situations that arise where humans and animals connect.

VETERINARY SOCIAL WORK SERVICES



One of the most important aspects of the Center is Veterinary Social Work Services (VSWS). It is through VSWS that the Center provides direct services, which includes social support for both individuals and groups who are coping with animal-related issues. VSWS has two veterinary social workers on staff who work in the UT Veterinary Medical Center. In addition to being available for clients, students, faculty, and staff of the UT College of Veterinary Medicine, VSWS also provides support for animal caregivers and veterinary professionals in the community.

SERVICES INCLUDE:

Pet Loss Support Groups

a monthly online support group open to anyone who has experienced the loss of an animal, and people are welcome to attend as many or as few sessions as they find helpful.

Support
Group
Sign-up



Special Events

Check out our website for information about special events including National Pet Memorial Day, which is the second Sunday in September.

Individual Sessions

For animal owners
For those in animal care and animal welfare professions

Counseling
Sessions



Dedicated Helpline

8am - 5pm M-F

865-755-8839

Please leave a voicemail including your name, number, and a brief message about why you are calling.

vetsocialwork@utk.edu | tiny.utk.edu/vet-social-work





QUALIFICATIONS

KEY RESPONSIBILITIES INCLUDE:

OPERATIONAL MANAGEMENT

Direct the operations of the CVM, including the Veterinary Medical Center and Diagnostic Laboratories, working in close coordination with the Directors of the Small Animal and Large Animal Hospitals, Diagnostic Laboratory, Hospital Business Offices, Pharmacy, Nursing, Central Supply, Central Sterilization, Facilities and Maintenance, and Computer Operations in the management of facilities, staff, programs, budgets, and capital projects. Work with the Associate Dean of Academic and Student affairs to assure that operations support our teaching mission and meet all relevant veterinary accreditation, state and federal requirements for facilities. Work closely with senior leadership, chairs and directors to ensure programmatic coordination and communication regarding resource allocation, policy development, quality assurance, accreditation standards, and personnel issues.

BUDGET MANAGEMENT

Work with the CVM Budget Director and Dean to develop annual FY budgets. Direct and monitor expenditures and revenues from the Veterinary Medical Center and Diagnostic Laboratory; oversee general operating budget for facilities and operations; make recommendations to the Dean on resource allocation.

STRATEGIC PLANNING AND IMPLEMENTATION

Collaborate with the Dean, senior leadership team, and the college community to facilitate implementation of the strategic vision (newly developed in 2025). This includes regular evaluation and reporting of the implementation status and outcome metrics to the executive committee.

FACULTY AFFAIRS

Assist the dean and department heads with faculty recruitment, evaluation, accountability, and teamwork including managing service workloads, clinical service scheduling and professional development initiatives. Additionally, advise the dean and department heads on matters relating to faculty service in our business units during promotion and tenure processes.

EXTERNAL RELATIONS

Represent the Dean at conferences, meetings with external stakeholders, college advancement team, and community events when the Dean cannot be present.

DATA ANALYSIS AND REPORTING

Collate and analyze data to inform decision-making and provide regular reports to the Dean on key performance indicators for our operations. Assist Dean and other associate deans in ensuring timely and accurate reports as required by campus, state, and federal constituencies including ensuring completeness, timeliness, and accuracy of accreditation documents and reports and ensuring the College remains compliant with all relevant accrediting and professional licensing bodies. Assure the College of Veterinary Medicine adheres to all campus, system, state, and federal policies, procedures, and laws.

COMMUNICATIONS

Coordinate with the Dean, Director of Strategic Marketing and Communications, Client Services, Referral Services, and Advancement Team on internal and external communications.

KEY SKILLS INCLUDE:

- Proven ability to lead and manage teams, make informed decisions, and build consensus among faculty and staff.
- Excellent written and verbal communication skills to effectively interact with diverse stakeholders, including faculty, staff, students, administrators, and external partners.
- Knowledge and understanding of budget management principles and ability to analyze financial data to make strategic decisions.
- Ability to proactively identify information that has the potential to be impactful and elevate issues to the Dean, along with options for resolution.
- Outstanding organizational skills necessary to manage the flow of issues, projects and obstacles under their supervision.
- Ability to manage several tasks/projects simultaneously.
- Demonstrated ability to exercise independent analysis and judgment in prioritizing situations requiring attention and take steps to ensure strategic and operational priorities progress in a timely fashion.
- Demonstrated strong organizational and interpersonal savvy, as well as emotional intelligence to accurately represent the Dean's position to internal and external constituencies.

- Evidence of ability to support high academic and professional standards throughout all programs.
- Skilled at maintaining an atmosphere of teamwork, respect, professionalism, and integrity throughout all programs with administration, faculty, students and staff.
- Proven ability to establish and implement short and long-range organizational goals, objectives, policies, and operating procedures for the College; monitor and evaluate programmatic and operational effectiveness, and implement changes required for improvement.

EDUCATION AND EXPERIENCE REQUIREMENTS:

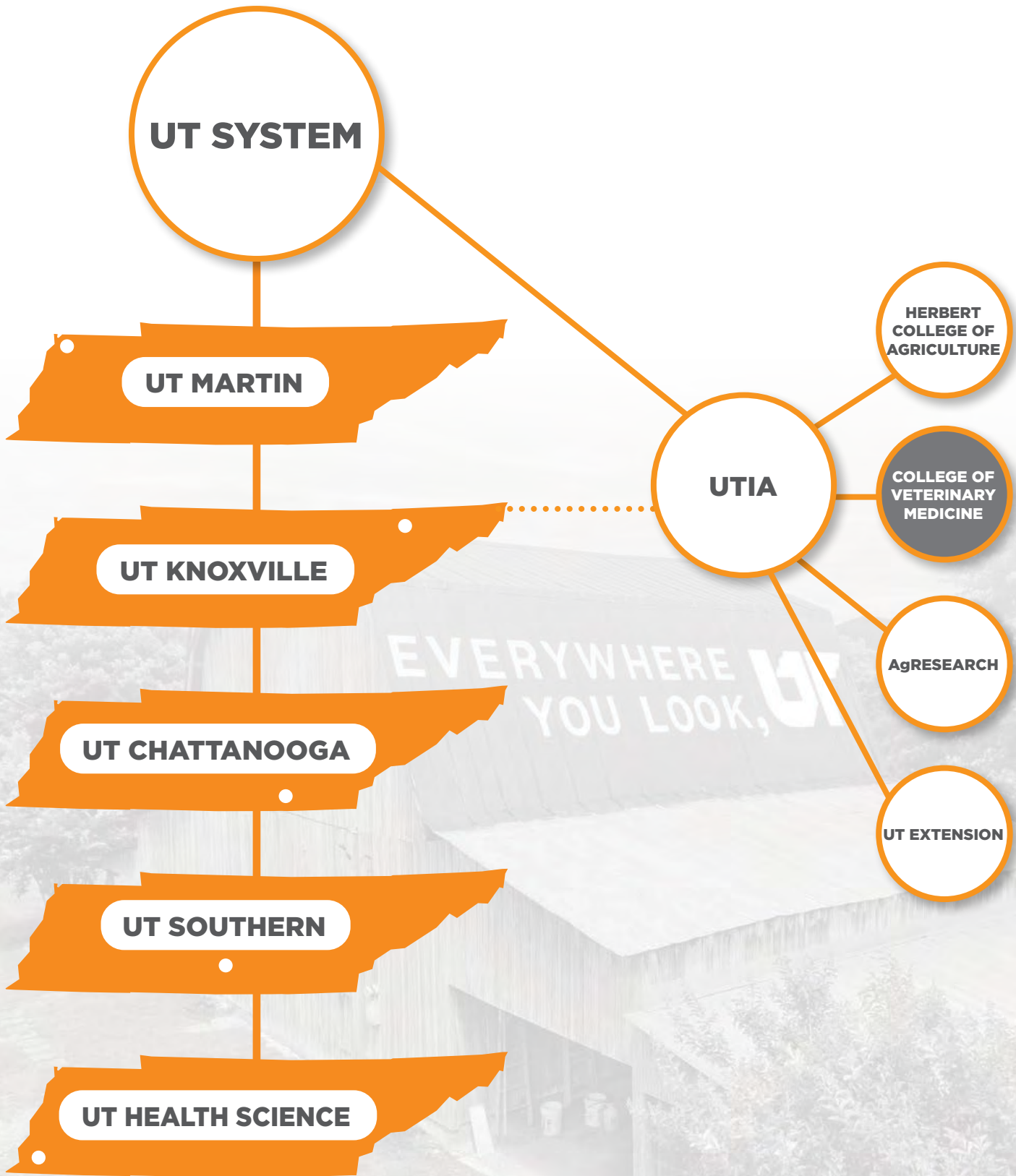
- Masters or Doctorate of Hospital Administration, Master of Business Administration, or similar training and experience is required; DVM, VMD or equivalent degree is preferred.
- Certified Veterinary Practice Manager or similar demonstration of expertise in financial management in complex operations.
- Experience typically gained by 10 years in academic veterinary medical center management or related field.
- Administrative experience as department chair, associate dean, military officer administration, or other managerial position within the veterinary field.
- Working knowledge in the AVMA Committee on Accreditation process

APPLICATION PROCESS

Applications should formally apply via Interfolio at <https://apply.interfolio.com/176660> and include a letter of intent, curriculum vitae, and names and contact information for four (4) professional references. To be assured of full consideration, all requested materials should be submitted by **Sunday, February 15, 2026**. Nominations and confidential inquiries are encouraged and may be sent via e-mail to Brooke Swart, Executive Recruitment Manager, at bswart@utk.edu.

UNIVERSITY STRUCTURE

With five unique campuses across Tennessee,
the UT System offers something for everyone.



KEY PARTNERS FOR YOUR SUCCESS

UTCVM DEAN



Paul J. Plummer, DVM, PhD, DACVIM (LIAM) DECSHRM

Dean & Professor, College of Veterinary Medicine
University of Tennessee Institute of Agriculture

Paul Plummer, DVM, PhD, DACVIM (LIAM), DECSHRM joined UTCVM in July 2024 after serving as the associate dean of research and graduate studies for the College of Veterinary Medicine at Iowa State University as well as a professor and Anderson Endowed Chair in Veterinary Sciences in the Department of Veterinary Diagnostic and Production Animal Medicine. He is also the executive director of NIAMRRE, chair of the Presidential Advisory Council for Combating Antimicrobial Resistant Bacteria, and serves on the AVMA's Committee on Antimicrobials.

Plummer attributes his academic career in part to his early experiences growing up in both East Tennessee and Pennsylvania. As a youth, he spent his summers working cattle and goats on his family's farm in Sevierville and lived there full-time during his undergraduate studies and while attending veterinary school. He also helped his uncle on veterinary farm calls. A third-generation University of Tennessee, Knoxville, alumnus, he graduated with a bachelor's degree in microbiology in 1999 and earned his DVM from the UT College of Veterinary Medicine in 2000. He and his family maintain active farms today. Plummer's wife, Dr. Cassandra Long Plummer, is a member of the UTCVM class of 2002.

UTIA LEADERSHIP



Keith Carver, PhD

Senior Vice Chancellor and Senior Vice President
University of Tennessee Institute of Agriculture

Keith Carver is the senior vice chancellor and senior vice president of the University of Tennessee Institute of Agriculture. In this role, he oversees the Institute's four units – UT Extension, UT AgResearch, Herbert College of Agriculture and the College of Veterinary Medicine. The Institute carries out the land-grant mission of serving the citizens of Tennessee and beyond through teaching, research and outreach.

His career within the University of Tennessee System of campuses and institutes has spanned twenty-six years, most recently as chancellor at UT Martin. Prior to his appointment as chancellor, he served as executive assistant to then UT President Joe DiPietro for six years. He has held leadership positions in Knoxville, Martin and Memphis, including interim vice chancellor for development and alumni affairs at the UT Health Science Center in Memphis, assistant vice chancellor for development at UT Martin and director of development and alumni affairs for the UT College of Law in Knoxville.

EXECUTIVE COMMITTEE (ASSOCIATE DEANS, ASSISTANT DEANS, & DEPARTMENT HEADS)



David Edgar Anderson, DVM, MS, DACVS, AAAS
Fellow, FSLI Fellow
Associate Dean of
Research and Graduate
Studies



India Lane, DVM, MS,
EdD, DACVIM
Associate Dean of
Academic and Student
Affairs



Marcy Jan Souza, DVM,
MPH, MPPA, DABVP (Avian),
DACVPM
Associate Dean for
Outreach and Global
Engagement



ShaRonda M Cooper,
PhD, LPC
Assistant Dean of
Students



Agricola Odoi, BVM,
MSc, PhD, FAHA, FACE,
Dipl AVES
Assistant Dean of Research
and Graduate Studies



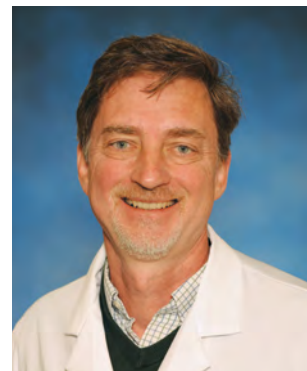
Carla S. Sommardahl,
DVM, PhD, DACVIM
Clinical Professor & Large
Animal Clinical Sciences
Department Head



Kim M. Newkirk, DVM,
PhD, DACVP
Professor & Biomedical
and Diagnostic Sciences
Department Head



Diane Van Horn Hendrix,
DVM, DACVO
Professor & Small
Animal Clinical Sciences
Department Head



William B. Thomas, DVM,
MS DACVIM (Neurology)
Professor & Small Animal
Clinical Sciences Hospital
Director

DIRECTORS



Virginia Kiefer Corrigan,

DVM, MPH, DABVP, CCRP,
CHPV

Director of
Interprofessional
Education



Sandra Harbison

Director of Strategic
Marketing and
Communications



Erin Hotochin

Budget Director



Holley Springfield

Director Of Admissions &
Enrollment Services



Laura Zimbrick

Director of Development



Mission: Provide the resources, programs & leadership that support the highest quality of professionalism & instruction within the various educational missions of the college.

ABOUT THE INSTITUTE

The UT Institute of Agriculture (UTIA) provides Real. Life. Solutions. to some of society's most pressing issues. We serve all Tennessee citizens and beyond through the work of world-renowned researchers, teachers, and experts.

The Institute began in 1968, when three agricultural units operating under the auspices of the University of Tennessee System were brought together to focus on Tennessee and its citizens. The units were the College of Agriculture (now the Herbert College of Agriculture), the Agricultural Experiment Station (now AgResearch), and the UT Agricultural Extension Service (now UT Extension), which has offices in all ninety-five counties in Tennessee. In 1974, the Tennessee legislature established the UT College of Veterinary Medicine as a fourth unit. Having this college incorporated into the structure of the Institute made it fully integrated into the food animal production and health system, further filling out UTIA's land-grant driven outreach, education, and research mission.

We also fulfill the land-grant mission through our Smith Center for International Sustainable Agriculture, which provides learning opportunities for students and outreach around the world, and our nationally recognized State Botanical Garden of Tennessee.

The state is our campus, and our vision, mission, and values are at the core of the work we do.

OUR VISION

Over the next decade (2018-2028), we will excel as an Institute by developing solutions and services that advance agriculture, education, natural resource management, human and animal health, and our communities.

To accomplish our vision, we will

- **Connect across strengths within UTIA and with partners.**
- **Focus on grand challenges and established priorities.**
- **Help people and communities adapt to an ever-changing world.**

OUR MISSION

As a land-grant Institute, we provide Real. Life. Solutions. through teaching, research, and outreach.

OUR VALUES

Respect

Science-based solutions

Diversity

Responsiveness to constituent needs

Transparency

Accountability



COLLEGE of VETERINARY MEDICINE

Improving animal, human and environmental health.

Strong graduate student enrollment

367 DVM students

21 master's students

37 PhD students

Veterinary Medicine caseload continues to grow

21,947 small animals

2,022 exotic animals

3,374 large animals

9,553 field service animals

HERBERT COLLEGE of AGRICULTURE

Preparing tomorrow's leaders for careers in agriculture and natural resources. The college offers BS, MS, and PhD degrees provided in an experiential learning environment.

1,632 undergraduates

245 master's students

109 PhD students

SMITH INTERNATIONAL CENTER

Advancing international engagement by empowering our faculty and staff to think and act globally.

\$7 million Smith Family endowment

\$1.75 Million USAID/Rwanda and Africa Sustainable Agriculture Project Foundation

Record numbers of students studying abroad—more than 20 percent of the graduating class



KNOXVILLE COMMUNITY

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.

Historical Significance: Founded in 1791, Knoxville once served as the capital of Tennessee, playing a pivotal role in the nation's history. It witnessed significant events during the Civil War and the Civil Rights movement. Today, historic sites like James White's Fort, the Blount Mansion and the East Tennessee History Center offer a captivating glimpse into the region's past

Cultural Vibrancy:

Knoxville stands as a thriving cultural hub, celebrating the arts in all their forms. The historic Tennessee theatre, located in downtown Knoxville, hosts Broadway shows, concerts and film screenings. The Knoxville Museum of Art showcases an impressive collection of regional and contemporary art, while the East Tennessee Historical Society hosts thought-provoking exhibitions. Festivals like the Dogwood Arts Festival and the Big Ears Festival further enhance the city's cultural tapestry.

Natural Beauty: Knoxville's breathtaking natural surroundings attract outdoor enthusiasts. Situated at the foothills of the Great Smoky Mountains, the city offers access to stunning hiking trails, scenic drives and camping adventures. The Tennessee River, located nearby, provides opportunities for boating, fishing and water sports. Urban green spaces like World's Fair Park and Ijams Nature Center offer peaceful retreats within the city limits.

Newcomer Resources:

vetmed.tennessee.edu/newcomers-resource/



STATE OF TENNESSEE

Tennessee is a state with more than 6.9 million people, four large metropolitan areas, two time zones, and an economy ranked* 16th-largest in the United States. While more Tennessee jobs and economic activity today are industrial or knowledge-based agrarian than farming and agriculture, production remains fundamental to the state's economy. Major outputs include textiles, cotton, cattle, and electrical power, thanks to being home to the Tennessee Valley Authority (TVA).

From the Appalachian Mountains on the eastern border, to the Mississippi River on the western border, Tennessee spans a distance of more than 400 miles. Major geographic and cultural diversity are evident from the mountainous landscape of East Tennessee to the rolling hills surrounding Nashville in middle Tennessee to the delta and farming areas of the west.

The state's four largest cities are Nashville, metropolitan area population: 1.95 million; Memphis, metropolitan area population: more than 1.3 million; Knoxville, metropolitan area population: almost 870,000; and Chattanooga, metropolitan area population: about 550,000.

Major corporations headquartered in Tennessee include TVA, Flying J/Pilot Corp., and Regal Entertainment Group based in Knoxville; Eastman Chemical based in Kingsport; Nissan's North American headquarters in Franklin; the headquarters of Caterpillar Financial, Bridgestone-Firestone, Dollar General and HCA Healthcare, all based in Nashville, and FedEx, AutoZone, International Paper, all based in Memphis.

The University of Tennessee, Knoxville draws students from and boasts alumni in each of Tennessee's 95 counties. Collectively, the entire state is the campus, and overseeing all UT enterprises and maintaining relationships with the University's numerous constituencies statewide is the responsibility of the UT System president.

*Source: U.S. News and World Report Economy Rankings





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 the 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 this policy extends to employment by the university.

*Requests for accommodation of a disability should be directed to the ADA Coordinator at **Equal Opportunity and Accessibility**, 1840 Melrose Avenue, Knoxville, TN 37996-3560, by email to eoaa@utk.edu, or by phone at 865-974-2498. Inquiries and charges of violation 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 Investigation and Resolution, 216 Business Incubator Building, E. J. Chapman Drive, Knoxville, TN 37996-3560, by email to investigations@utk.edu, or by phone at 865-974-0717.*