ALVSCE Cooperative Extension Unit Head Management Expectations

# Being a CES unit head in ALVSCE is a unique position with its own set of expectations and success metrics. Each CES unit head should proactively develop mastery over their administrative role. As experienced professionals it is their responsibility to proactively seek training.

**Primary Rights and Responsibilities**

* Assert the Mission, Vision, Values of UA and CES
* Manage all dimensions of the role of unit head
* Team Building
* Assume delegated authority to manage the unit; developing and leading change consistent with the Division and University
* Manage human and financial resources to achieve the vision/mission
* Prevent and resolve problems; or elevate to the dean when appropriate
* Be aware of and implement UA Policies found [here](https://policy.arizona.edu/)

**Academics**

* Faculty appointments and workload distributions: assign workload according to established workload guidelines and maintain records for tracking of workload
* Champion for [Collegiality](https://compass.arizona.edu/dbs/policies/collegiality). Consistent with unit guidelines, reference the [Faculty and Staff Consensus Statement on Collegiality](https://compass.arizona.edu/dbs/policies/collegiality) in all faculty Position Descriptions.
* All faculty must have a Position Description from the time their employment begins. Position Descriptions must be signed by the faculty member and unit head, then reviewed and signed by the Dean and, if they have an Extension workload, by the Director, UA Cooperative Extension.
* Role of Academic Service regarding:
  + Sabbaticals/Faculty Leaves of Absence
  + Faculty Affairs
* Management for all unit outreach education efforts
* Mentor TE and CE faculty through the appropriate process to tenure and advancement
* Work with the Associate Dean of Career and Academic Services

**Finance & Budgets**

* Connected at the hip with business officer regarding business strategy, financial decisions, and operations. Business officers should be “at the table” as early as possible to help guide and support unit heads as one important partner.
* Colors of Money: understand how higher education is funded
* Perm v. Temp; Budget v. Cash
* Unit contribution to strategic plans, Regents metrics, and CES finances and financing
* Revenue generation and mission-based entrepreneurship.
* Using Data to Inform Decisions
* Employee Related Expenses (ERE)
* Public Stewardship: Financial Ethics
  + Misuse Policy
  + Credit Cards & Data Privacy: PCI-DSS
  + Signing Authority
* Grants and Contracts award accounting and reporting
* Rate Studies

**Human Resources**

* Employee Types and Expectations
* Performance Reviews
  + Promotion & Continuing Processes
  + Non-tenured and Staff Reviews
  + Using APRs to Improve Performance; mentoring
  + Having constructive and difficult conversations
* Discipline and Terminations
  + Avoiding Grievances
  + Written Warnings & Progressive Discipline
  + Layoffs
  + Non-renewals
* Professional Development that Makes an Impact
* Supervision and Organizational Hierarchy
* FLSA, Nepotism, Whistleblowing, DCCs
* Family Medical Leave Act; disability resources; playing doctor: don’t diagnose people, use the professionals
* Vacation payouts, RASL sick leave payouts, time sheet reporting
* Institutional Equity and issues of discrimination
* Sexual harassment training
* Ombuds program
* Conflicts of Interest and Commitment

**Purchasing & Contracting**

* Multiple bid requirements and thresholds
* PCard responsibilities/oversight/fraud reporting
* Surplusing equipment
* Federal Excess Property Program
* Sole source justifications/purchases
* Purchasing conflicts of interest

**Research Administration**

* Pre award proposal preparation and submission process for grants and contracts.
* Indirect cost recovery (also known as F &A, ICR or IDC), stipulations versus waivers, and their impact on IDC returns to CES and Units.
* Risk Management
* Ethics and Conflict of Interest
* Intellectual Property
* Tools to identify funding opportunities: Pivot (pivot.cos.com)
* Faculty and staff workshops and training developed by the Division Research Office
* Contact the Division Research Office right away, when in doubt

**Communications & Branding**

* State open records law: all work can be disclosed to anyone who asks. Be professional with what you put in writing. FOIA: only applies to federal employees; know if you have these.
* Privileged communications; maintain confidentiality of attorney correspondence; don’t forward privileged communications (you’ll lose the privilege)
* Media, corporate, constituent, and community relations: you are an ambassador for CES all the time
* UA and CES branding and websites – Trademarks & Licensing
* UA and CES logos: university guidelines for use; approval needed for any exceptions for units, programs
* Marketing and brand management; consider brand on marketing materials (including websites) and use of all affiliations when speaking with the press
* Copyright violations; resources for images CES personnel that are free to publish and distribute

**Entrepreneurship in Higher Education**

* Business Plans and Financial Modeling (assumptions)
* The 4 P’s of Marketing: Pricing, Promotion, Product, Placement
* What is mission-based entrepreneurship?
* What is innovation? Examples? How can innovations be adopted?
* Public Limitations on Entrepreneurship
  + ABOR “do not compete with private industry”

**Development, Alumni, Advocacy & Corporate Relations**

* You MUST coordinate all development efforts with ALVSCE Office of Development, Alumni, Advocacy and Corporate Relations
* Contact ALVSCE Development, Alumni, Advocacy and Corporate Relations to discuss what your development plan should be.

**IT and Risk Management**

* Lead unit efforts in the safeguarding of sensitive information and systems. Understand and implement the UA IT Information Security Officer’s best practices and expectations.
* Understand and support adoption of Export Control policies for foreign travel, intellectual property, and secured or secret information and technologies.

**Political**

You are all deeply embedded in, and central to, your communities. By virtue of your position you are community leaders. You must:

* Be able to describe the local political situation and players in depth.
* Understand all rules pertaining to UA facility use by political entities.
* Be able to work with ALVSCE lobbyists, but without lobbying yourself.
* Be familiar and enforce the guidance found in the [UA Political Fact Sheet](https://policy.arizona.edu/sites/default/files/uploads/Political-Activity-Fact-Sheet.pdf), et seq
* **Immediately notify the Central administration office of all items of political importance by contacting Bethany Rutledge: Director of Administration and Communications, Office of the Vice President for the Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension. O (520) 621-7198; C (520) 403-6668; E** [**rutledge@ALVSCE.arizona.edu**](mailto:rutledge@cals.arizona.edu)**.**