

Executive Associate Dean of Operations and  
Administration  
The University of Tennessee

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Downloaded On: Dec. 13, 2025 10:10am

Posted Dec. 11, 2025, set to expire Apr. 25, 2026

<b>Job Title</b>	Executive Associate Dean of Operations and Administration
<b>Department</b>	College of Veterinary Medicine
<b>Institution</b>	The University of Tennessee Knoxville, Tennessee
<b>Date Posted</b>	Dec. 11, 2025
<b>Application Deadline</b>	February 15, 2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer Associate/Assistant Dean
<b>Academic Field(s)</b>	Administration - Academic Unit Business & Administration Facilities Operations Financial Planning/Budget Management
<b>Apply Online Here</b>	<a href="https://apply.interfolio.com/176660">https://apply.interfolio.com/176660</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The University of Tennessee College of Veterinary Medicine is seeking qualified candidates to serve in the role of Executive Associate Dean (EAD). 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

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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.

**Key Responsibilities:**

**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.

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### **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 necessary to successfully fulfill the position responsibilities 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

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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

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](mailto:bswart@utk.edu).

### EEO/AA Policy

*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*

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*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 [eo@utk.edu](mailto:eo@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](mailto:investigations@utk.edu), or by phone at 865-974-0717.*

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**      Brooke Swart  
The University of Tennessee  
2407 River Drive  
Knoxville, TN 37996-4500

**Contact E-mail**      bswart@utk.edu