



**FLORIDA  
AGRICULTURAL AND  
MECHANICAL  
UNIVERSITY**



Invites Applications and Nominations for the Position of:  
**Associate Vice President and  
Chief Human Resources Officer**

## The Opportunity

Florida Agricultural and Mechanical University (FAMU) is seeking an innovative, creative, strategic leader to serve as the Associate Vice President and Chief Human Resources Officer (AVP/CHRO)

The AVP/CHRO reports directly to the Vice President for Finance and Administration and Chief Financial Officer (CFO) and serves as the Chief of Staff for Finance and Administration (F&A) and is responsible for assisting the Vice President for Finance and Administration/CFO (VP for F&A/CFO) in the administration, coordination, development, and implementation of all operations and activities.

## The Responsibilities of the AVP/CHRO

The AVP/CHRO supports institutional planning and assessment and business process improvement within F&A. Recommends and implements policy and will represent the division on the University-wide Policy Review committee. The incumbent also serves as the officer in charge in the absence of the VP for F&A/CFO. Supports the VP for F&A/CFO in strategic analysis and planning, including advising on planning alternatives' operational and fiscal impact. The AVP provides integrated policy analysis and strategic consultation to the VP for F&A/CFO and senior administration on major F&A-related issues affecting the University. Represents the views of the VP for F&A/CFO as directed and introduces and promotes college projects and initiatives to a variety of internal and external stakeholders, including members of local, regional, and state government, alumni, friends, Trustees of the University, and employees. Responds on behalf of the VP for F&A/CFO to inquiries from or involving students, employees, and members of the public, as directed.

The AVP/CHRO serves as the Chief HR and Diversity Officer with oversight responsibility for Human Resources including Diversity and Inclusion. Positions that report directly to the AVP/CHRO include the Director of Human Resources, the Coordinator of Administrative Services, and the Associate Director of Human Resources. This is a highly sensitive position responsible for oversight and maintenance of employee information University-wide and requires utmost confidentiality.

- Provides direction and leadership of Human Resources organizations Units and oversees the administration and implementation of related programs. Units include Employee and Staff Labor Relations, Records Management, Classification, Compensation, Benefits/Retirement, Time and Attendance, Diversity and Inclusion, Payroll Operations, Workforce Administration, Organizational Development and Training, Recruitment and Employment. The incumbent will serve as a member of the Finance and Administration's Senior Leadership Team and is responsible for the effective University-wide planning and administration of all Human Resources activities on the main campus in Tallahassee and other locations where the University has a presence.

- Partners with the Board of Trustees (as directed by the President and VP for F&A/CFO), President, Provost and Vice President for Academic Affairs, Vice Presidents, Deans, Directors, Department Heads, and individual staff and faculty members in the delivery of Human Resources services. Responsible for coordinating employee relations matters, including appropriate consultation with the Provost and Vice President for Academic Affairs as it relates to matters affecting faculty and staff employees within the division of Academic Affairs. Responsible for providing support for collective bargaining and contract administration, as determined by the President, Provost and Vice President for Academic Affairs, VP for Legal Affairs and General Counsel, and VP for F&A/CFO.
- The position is responsible for the administration of funds budgeted for the Office of Human Resources, Organizational Development and Training and for the adjustment of salaries for Administrative and Professional, University Support Personnel System and Other Personnel Services (OPS) employees, in addition to making biweekly payments to all University employees. Monetary responsibilities include the current budget for which this position is accountable, the statement of responsibility for funds, amount, and consequence of error.
- Responsible for ensuring benchmarking, formulation, and implementation of University-wide Human Resources related regulations, policies, procedures and practices. Responsible for interpreting and ensuring compliance with Human Resources related to federal, state, and local laws, regulations and ordinances. The AVP/CHRO is responsible for attracting, developing, and managing the performance of all assigned staff. This is a highly sensitive position responsible for oversight and maintenance of employee information University-wide and requires utmost confidentiality.
- Responsible for the development and oversight of the Human Resources budget and development and implementation of strategic imperatives. The AVP/CHRO provides leadership for the University's Diversity and inclusion and Service Excellence (Customer Service) initiatives in collaboration with the President, Provost and Vice President for Academic Affairs, Vice Presidents and the campus community.
- Represents the University with various federal and state agencies and serves as a spokesperson and/or liaison to public and private external agencies.
- Represents the University in various capacities, including community and professional organizations and court/administrative actions involving University matters.
- Serves as a member of and/or chair appropriate University councils/committees representing the University and/or President and/or VP for F&A/CFO as directed.
- Develops University-wide programs to educate executive, management, and supervisory personnel in executing Human Resources responsibilities appropriate to their respective organizational units and to assist in the development of other workshops and training

programs designed to increase employee and organizational effectiveness and efficiency, service excellence (customer satisfaction), and knowledge of Human Resources programs, including payroll practices and procedures, contracting and other business-related processes.

- Performs other duties as assigned by the VP for F&A/CFO and/or President.

## Qualifications

### Education and Experience

- › Bachelor's degree in an appropriate area of specialization (e.g., Business, Human Resource Administration, Organizational Development, Psychology, HR/Labor/Employment Law, or related field) and ten (10) years of broad progressive human resources experience; or a master's degree in an appropriate area of specialization and five (5) years of related experience.
- › Demonstrated experience working with federal and state mandates/guidelines.
- › Demonstrated success in leading and mentoring professional staff and cross functional teams.
- › Experience managing data and systems for a complex organization.
- › Society for Human Resources Management (SHRM) and/or CUPA certification preferred.
- › Higher education or public agency administration experience preferred.

### Knowledge/Skills/Abilities

- › Ability to adhere to ethical business practices and promote ethical behavior;
- › Ability to communicate effectively verbally and in writing;
- › Ability to demonstrate crucial thinking and identify complex problems and review related information to develop and evaluate options and implement solutions;
- › Ability to establish and maintain effective working relationships;
- › Ability to identify trends, predict impact of actions on system operations, detect discrepancies in the function of an organization, and take necessary action to correct performance;
- › Ability to maintain and improve personal and team effectiveness, and foster change and innovation;
- › Ability to provide leadership and direction in programmatic, budgetary, and operational functions;
- › Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others and motivate others to transfer vision into action;
- › Knowledge of and ability to interpret and apply related University policies, procedures, principles, and practices;
- › Knowledge of applicable computer applications and basic computer functions;
- › Knowledge of principles, practices, and standards of Human Resources administration; and

- › Ability to utilize resolution skills.

## Characteristics

- › Strong commitment to supporting the University's history and mission
- › Strong commitment to diversity and inclusion
- › Collaborator
- › Demonstrated ability to build relationships and work collegially with internal and external constituencies
- › Understanding of the interrelationships of academic and administrative units
- › Ability to embrace and utilize emerging technologies
- › Knowledge of challenges and trends in global higher education
- › Excellent communication skills

## The Division of Finance and Administration

The Division of Finance and Administration strives to provide excellent business, financial, facilities, and technological support services necessary for the University to meet its overall mission.

### Mission

To consistently deliver high quality services that drive student success, financial stability, campus and infrastructure sustainability and a compliance productive work environment.

### Vision

To aspire to our fullest potential as a finance and administrative organization that delivers exceptional services to facilitate a premier, land-grant, doctoral research university that produces globally competitive graduates.

### Core Values

- › Student and Stakeholder Focus
- › Innovation in Processes and Services
- › Financial Integrity and Transparency
- › Diverse and Inclusive Work Environment
- › Aesthetic, Safe and Sustainable Physical Resource
- › Rapidly Adapting to Changing Stakeholder Needs
- › Striving for Both High Quality and Cost Efficiency

## About Florida Agricultural & Mechanical University

Founded in 1887 as the State Normal College for Colored Students, Florida Agricultural and Mechanical University (FAMU), is a public, fully accredited member of the State University System of Florida. FAMU is an 1890 land-grant, doctoral/research institution and is the premier school among historically Black colleges and universities. Prominently located on one of “the highest of seven hills” in Florida’s capital city of Tallahassee, Florida Agricultural and Mechanical University remains the only historically black university in the 12-member State University System of Florida (SUS).

FAMU provides support to the nation and the global community in helping to create a collaborative research infrastructure dedicated to improving lives across interconnected communities. It is classified as a Higher Research Activity Institution by the Carnegie Foundation for the Advancement of Teaching.



FAMU offers 54 bachelor’s degrees, 29 master’s degrees, three professional degrees, and 12 doctoral programs in a wide range of academic areas. The three professional degrees include the Juris Doctor, Doctor of Pharmacy, and the Doctor of Physical Therapy. The 12 doctoral degree programs include 11 doctoral degrees and one Doctor of Public Health (DrPH). The doctoral degrees include the following: biomedical engineering, chemical engineering, civil engineering, electrical engineering, mechanical engineering, industrial engineering, pharmaceutical sciences, physics, educational leadership, environmental science, and entomology. The University has 14 colleges and schools.

The University’s campus expands over 422 acres in Tallahassee and has several satellite campuses across Florida, including the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences (COPPS) which has sites in Miami, Jacksonville, Tampa and Crestview; and the FAMU Farm in Quincy.

Originally designed to meet the needs of the underrepresented and the underprivileged, FAMU continues to serve the citizens of Florida and the world through its provision of pre-eminent academic programs. For more information on Florida Agricultural and Mechanical University’s rich history, visit: <http://www.famu.edu/index.cfm?AboutFAMU&History>.

### Vision

FAMU will be recognized as a premier land-grant, doctoral research university that produces globally competitive graduates.

Achieving this vision requires the University to provide students with an educational experience that allows them to compete in the 21st century global economy. Today’s students are interested in becoming entrepreneurs, innovators, and thought leaders. They are not just interested in

getting a job but addressing social issues and providing transformational solutions to world and community problems. FAMU is enhancing its status as a first-choice institution that students will pay for and in which donors will invest. The University will create strategies and choices to accomplish this, using six guiding principles: quality, integrity, transparency, accountability, core values, and outstanding customer service.

## Mission

FAMU is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins, and nationalities as life-long members of the university community. (Adopted by the FAMU Board of Trustees, October 2009)

### Enrollment (2020)

Total enrollment is 9,184  
80% Undergraduate; 20% Graduate  
65% Female; 35% Male

### Student-to-Faculty Ratio

14:1

### Full-time Instructional Faculty

561; 72% are tenured or tenure-track

### Non-Faculty Staff

1,096

### Florida Agricultural and Mechanical University Foundation (2021)

FAMU Foundation's assets and managed funds totaled more than \$164 million

## Strategic Plan

FAMU conducted a broad and participative strategic planning process, resulting in the plan entitled, "FAMU Rising" ([FAMU Strategic Plan, 2017-2022](#).) The strategic plan provides the University with a road map of actions that transcend the boundaries of colleges, schools, and administrative units. This plan puts FAMU in a position to compete not only with other HBCUs but any other university in the state and the nation as we produce highly trained undergraduate and graduate students with the purpose of helping families attain their educational and financial dreams. Through the implementation of the goals and strategies, FAMU demonstrates its dedication to "rising" to meet all challenges and to making contributions to the state of Florida and the world that are bold and exceed all expectations. The plan will lead to the university to becoming internationally recognized as a premier land-grant doctoral research institution that produces globally competitive graduates.

### Contracts & Grants (2021-2022)

\$62.6 million

The following six strategic priorities of the plan are:

- › Exceptional student experience
- › Excellent and renowned faculty
- › High-impact research, commercialization, outreach, and extension services
- › Transformative alumni, community, and business engagement

- › First-class business infrastructure
- › Outstanding customer experiences

## Institutional Governance and Structure

FAMU is part of the State University System of Florida, composed of 12 universities of varying sizes and missions, which is overseen by the Florida Board of Governors, a constitutional body. The president reports directly to the Florida Agricultural and Mechanical University Board of Trustees, which consists of thirteen (13) members. Six (6) trustees are appointed by the governor, and five (5) trustees are appointed by the Board of Governors, subject to confirmation by the Florida Senate. These trustees serve staggered terms of five (5) years. The University's academic programs are managed by the provost and vice president of academic affairs. The presidents of the faculty senate and student government association are elected by their bodies and serve a one-year term. As the governing body of the University, the Board of Trustees is charged with policy making for the University. The powers and duties of the Board of Trustees are set forth in Sections 1001.71 - 1001.73, Florida Statutes; and Board of Governors Regulation 1.001.

The University is committed to shared governance, with faculty members represented through a faculty senate. The faculty senate is the highest legislative body within the University and advises the president on academic matters and other concerns affecting more than one school or college. The faculty senate considers, legislates, and advises on all matters of general university interest. Faculty senators are elected annually for two-year staggered terms in March of each year by the faculty of each college or school. New senators take office at the initial fall meeting of the faculty senate. In addition, various members of the University administration may serve ex-officio members, and the student government associate elects four (4) student members. The faculty senate elects its officers, sets its own rules of procedure, and establishes committees to perform senate functions.

### Core Values:

Scholarship, Excellence,  
Openness, Fiscal  
Responsibility,  
Accountability,  
Collaboration, Diversity,  
Service, Fairness, Courage,  
Integrity, Respect,  
Collegiality, Freedom,  
Ethics, and Shared





## Accreditation

FAMU is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) to award baccalaureate, master's, professional and doctoral degrees. In addition to SACSCOC accreditation, individual colleges, schools, and departments are accredited by their appropriate accrediting agencies.



## About Tallahassee

The city of Tallahassee, the county seat, and the only incorporated city in Leon County, was established in 1825. Now Leon County's largest city, Tallahassee, is also home to the Florida legislature. Over the last 10 years the population within the city of Tallahassee has grown making it the 12th fastest growing metropolitan area with a growth rate of 12.4%, which is higher than Miami and Tampa. With a 2020 population of 199,205, it is the 9th largest city in Florida and the 122nd largest city in the United States. Tallahassee is currently growing at a rate of 1.44% annually and its population has increased by 9.83% since the most recent census, which recorded a population of 181,376 in 2010.



## Highlights of Tallahassee

- › Nationally, Tallahassee ranks among the top 100 cities as:
  - One of the best cities to live in America
  - One of the best cities for millennials in America
  - One of the best cities to raise a family in America
  - One of the cities with the best public schools in America
- › In 2020, Tallahassee ranked among the top 25 of the most educated cities in America
- › In 2020, Tallahassee ranked No. 1 in Florida and No. 47 in the nation for the best city to start a business according to Wallet Hub
- › Tallahassee is currently ranked as the No. 18 best college town in the nation by Best College Reviews
- › According to the 2020 World Population Review, Leon County is the most highly educated county in Florida with 45.71% of residents holding a Bachelor's, Master's, professional or doctorate degree, compared to the national average of 13.1% and the Florida average of 29%.

Tallahassee has been recognized by Money Magazine as one of the three top medium-sized cities in which to live. The medium household income is around \$40,000 and also ranked the "Best in America" for parks and recreation by the National Recreation and Park Association. A long list of yearly festivals, museums, gardens, dining, and entertainment options attract interest from both local residents and tourists. In 2018 and 2019, Tallahassee was ranked as one of the

Top 100 Places to Live by livability.com for its education, economics, as well as its artistic and cultural venues.

As the state capital, Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor's Mansion, which was added to the U.S. National Register of Historic Places in 2006, and nearly 30 state agency headquarters. The city also is known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce.

Tallahassee has a humid subtropical climate with long summers and short, mild winters, as well as drier springs and autumns. Summers in the city are hotter than in the Florida peninsula and it is one of the few cities in the state to occasionally record temperatures above 100 °F (37.8 °C), averaging 2.4 days annually. The average summer temperature in July, the hottest month, is 82.0 °F. In the winter, the city is markedly cooler, with a January daily average temperature of 51.2 °F.

## Local Economy

The greater Tallahassee area has the fastest growing economy per capita in Florida. The area is experiencing a rate of growth twice that of the state and nearly three times that of the country. Private development, a driving force strengthening and diversifying the local economy, is thriving in the city and signals a positive outlook for the next couple of years. Scattered throughout Tallahassee, there are close to 100 development projects in various phases. These include approximately 8,800 dwelling units and over 4.4 million square feet of non-residential uses (retail spaces, offices, hotels, etc.). These projects will translate into thousands of local job opportunities – both during development and after.

A recent analysis that considered six of these development projects estimated the total economic impact to be nearly \$775 million with more than 6,000 jobs and \$253 million in wages. Additionally, Florida A&M University has major development projects on the horizon related to the individual campus master plan. Financial impacts to the area are expected to be over \$1 billion.

<http://www.talgov.com/cotnews/majordevelopment.aspx>

## Nomination and Application Process

### Salary

Salary will be competitive and commensurate with qualifications and experience.

## How to Apply

Greenwood/Asher & Associates, LLC is assisting FAMU in this search. Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Greenwood/Asher and Associates. Application materials should include a letter of interest that clearly states the applicant's qualifications for the position, a current résumé/curriculum vita, and the name and email address of five professional references. Submission of application materials as PDF attachments is strongly encouraged. Initial screening of applications will begin immediately and will continue until an appointment is made. This position requires a background check and/or fingerprinting. **This search is being conducted under Florida law, including the Sunshine law and public records law.**

Please direct inquiries, nominations, and application materials to:

Marion Frenche, Practice Leader, Diversity, Equity & Inclusion,  
Search Manager and Senior Executive Search Consultant  
Email: [marionfrenche@greenwoodsearch.com](mailto:marionfrenche@greenwoodsearch.com)



For more information on Florida A&M University and the Division of Finance and Administration, please visit <http://www.famu.edu/> or <http://www.famu.edu/administration/division-of-finance-and-administration/index.php>

Florida Agricultural and Mechanical University is an equal opportunity/equal access University. Successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. If an accommodation due to a disability is needed to apply for this position, please call (850) 599-3076.

**This search is being conducted under Florida law, including the Sunshine law and Public Records law.**