

## **Responsibilities of Research and Extension Center Directors**

**April 20, 2009**

### Research and Extension

- Promote a culture of research and extension excellence among the center faculty and staff that emphasizes extramural funding, graduate student training, and peer-reviewed scholarship.
- Foster collaborative, interdisciplinary research and education programs on high priority issues.
- Identify potential funding sources to support center research and extension activities and foster team efforts to garner these resources.
- Promote interaction among center research and extension faculty and county extension educators.

### Faculty/Staff Development

- Provide effective leadership and management of personnel located at the center, including faculty, administrative/professional staff, and classified employees.
- Develop and implement faculty and staff hiring plans to advance the strategic priorities of the center.
- Conduct joint annual reviews of center faculty with department chairs and provide input into tenure and promotion progress assessments (following CAHNRS guidelines).
- Conduct annual reviews of staff who report directly to the center director and ensure all staff associated with the Center receive appropriate annual evaluations, irrespective of the reporting supervisor.

### Administration

- Provide leadership to the center by developing and implementing its strategic plan.
- Work cooperatively with the Administration of CAHNRS, WSU Extension, and the ARC to advance their strategic priorities and initiatives through activities conducted at the center.
- Work collaboratively with other WSU research and extension center directors to address common needs and issues among the research and extension centers.
- Enhance and improve the center's infrastructure and program support using a portfolio of internal and external funding sources.
- Allocate operating funds and technical support across faculty and programs to assure maximum impact of research and outreach activities.
- Exercise overall authority for financial management and budgeting for the diversified operations of the R&E center.

### Facilities and Operations

- Improve the infrastructure of the center by advancing the priorities stated in the center's master plan.

- Work in conjunction with the CAHNRS Administration and the WSU Capital Planning and Facility Operations Offices to improve the center's facilities and equipment through maintenance and replacement.
- Work collaboratively with subject matter centers located at R&E centers to optimize utilization of resources.

#### Public Relations and Stakeholder Engagement

- Proactively showcase the center's activities and contributions to legislators, stakeholders, and the community.
- Cultivate support for the center through communication with relevant commodity, community, and university groups.
- Work collaboratively with CAHNRS development staff to advance fund raising programs aimed at improving the center's programs and facilities.
- Provide leadership in assuring the existence and operation of a well-functioning advisory board.

#### Workplace

- Create a positive atmosphere for interaction and communication among employees, constituent groups, volunteers, the general public, and the administration.
- Foster an environment of trust and respect that encourages and values diversity and professionalism.