



State of Rhode Island and Providence Plantations
Council on Postsecondary Education
OFFICE OF THE POSTSECONDARY COMMISSIONER
560 Jefferson Boulevard Suite 100
Warwick, Rhode Island 02886-1304

Enclosure 8d.
May 25, 2016

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TO: Members of the Council on Postsecondary Education
FROM: Jim Purcell, Ed.D, Commissioner for Postsecondary Education
DATE: May 19, 2016
RE: **Approval of a new position for the Executive Director, NERA at
the University of Rhode Island.**

Background:

This position is necessary for the University to administer the State Agricultural Stations (SAES) for the Northeast Region. The University will administer this program for three (3) years in accordance with a Memorandum of Agreement between the University and NERA effective July 1, 2016. NERA's member institutions are participants in the federal-state partnership in agricultural science. This program is currently being administered at Rutgers University.

The Executive Director will be responsible for supporting the activities of the Association through planned services and projects of the association while it is housed at the University.

As a result of that review process, the System Personnel Review Committee is recommending that the Council approves the following:

At the University of Rhode Island:

Motion:

**THAT the Council on Postsecondary Education approves the following
System Personnel Review Committee's recommendation.**

**THE UNIVERSITY OF RHODE ISLAND
NON-CLASSIFIED CHANGE IN POSITION REQUEST FORM**

EMPLOYEE/POSITION INFORMATION:

Name: _____ Title: Executive Director, NERA (Northeastern
Assoc. of State Agricultural Experiment
Station Directors)

Salary: _____ Division: Academic Affairs.

Grade 18 Salary Range: \$79,722 - \$173,299

Union Status: nonunion General Revenue: no

Union Appeal: no Administrative Action: yes

REQUEST:

- A. Reclassify: (change in job description only -- qualifications)
New Title: _____
New Pay Grade: _____ New Salary Range: _____
New Union: _____
- B. Upgrade:
New Pay Grade: _____ New Salary Range: _____
- C. Establish New Classification:
Title: Executive Director, NERA
Pay Grade: 18 (BOE) Salary Range: \$79,722 - \$173,299

ATTACH THE FOLLOWING DOCUMENTS (if applicable):

1. Supervisor's statement of justification
2. Old position description
3. New position description
4. Organizational Chart
5. Summary of differences between old/new job descriptions

Approval/Disapproval John D. Kirby _____ Date 5/17/16
Originator's Signature

Approval/Disapproval _____ Date 5/17/16
Dean's/Director's Signature

Approval/Disapproval _____ Date 5/18/16
Provost's/Vice President's Signature

Approval/Disapproval _____ Date 5/18/16
Director, Personnel Services' Signature

Approval/Disapproval _____ Date 5/18/16
President's Signature

THE
UNIVERSITY
OF RHODE ISLAND

COLLEGE OF
THE ENVIRONMENT
AND LIFE SCIENCES

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OFFICE OF THE DEAN

Center for Biotechnology and Life Sciences, 120 Flagg Road, Kingston, RI 02881 USA p: 401.874.2957 f: 401.874.9107 uri.edu/cels



To: Anne Marie Coleman, Esq., Assistant VP, HR

From: John D. Kirby, Ph.D., Dean

Date: 16 May, 2016

RE: Executive Director (NERA) Position

NERA is a formal coalition of Directors of State Agricultural Experiment Stations (SAES) for the Northeastern Region of the United States of America. Four other associations serve the needs of the Southern Region, Western Region, the North Central Region and the 1890 Land-grant Universities. NERA's member institutions are mostly, but not exclusively, associated with colleges of agriculture at land-grant universities. They are members of NERA by virtue of their stature as participants in the Federal-state partnership in agricultural science, and thus they receive funding to support research under that mandate. Federal and state dollars are matched to carry out the research at the member institutions in broad areas. NERA primarily supports multistate collaborations. This sharing of Multistate Research (capitalized to denote statutory mandate) responsibilities first started informally, but soon evolved into a very formal process that is now supported with a small staff in the Office of the Executive Director (O.E.D.).

An MOU between URI and NERA will take effect on July, 2016 with the appointment of the Executive Director for an initial appointment of three years, ending 30 June, 2019. From Article XII of the NERA Rules of Operation (Attached) the responsibilities of the Executive Director are:

The Office of the Executive Director is responsible for supporting the activities of the Association through carefully planned services and projects. These activities include:

- Serving as the Secretary/Treasurer for the Association;
- Organizing and supporting the Association's meetings, under the direction of the Chair;
- Assisting the NERA members and the Executive Committee in completing identified tasks;
- Proposing options for advancing the mission of the Association;
- Representing the region's interests to external organizations and associations;
- Providing logistical support to the ESCOP Chair, when that person is from the NE region;
- Performing other duties that advance the purposes of NERA; and,
- Other duties, as assigned by the Executive Committee.

I am requesting permission to establish this new position as a Non-Union Non-Classified position as a Grade 18. Per the MOU, all costs associated with the Executive Director of NERA position will be borne by the association.

Class Code:.....
Position #: (NUNC).....
Developed by:.....
Reviewed by: ... LK, DLJ
Approved by:.....
Date:05/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Executive Director, Northeastern Regional Association of State
Agricultural Experiment Station Directors (NERA)

DIVISION: Academic Affairs

REPORTS TO: Provost and Vice President of Academic Affairs

GRADE: 18

SUPERVISES: Professional and Support Staff

BASIC FUNCTION: Serve as the Chief Administrative Officer, Secretary and
Treasurer for NERA. Advance the Mission of NERA. Represent the
Region's interests to external stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

REGIONAL ACTIVITIES:

Promote, articulate and advocate the priorities of the northeastern regional research agenda within the national framework of USDA and other federal funding agencies.

Provide leadership and coordination in developing regional and national research priorities and implementing a regional response for the northeastern region.

Pursue meaningful collaborations with the regional cooperative extension administrators, administrative heads (deans) and, as appropriate, the academic program directors in the region.

Provide effective leadership that promotes greater collaboration within the individual state programs as well as among states within the region and between the northeast and other regions.

In collaboration with the NERA directors, seek new opportunities for government and/or private funding for research programs within the region and for opportunities that promote economic development within the region.

Acquire, analyze, summarize and manage information regarding research in the region for use by the NERA directors.

Coordinate the planning of regional activities and initiatives.

Serve as a resource to individual NERA directors in the planning, advocacy and management of research and development programs.

Provide administrative support and guidance to the NERA Chair and Executive Committee, the Experiment Station Committee on Organization and Policy (ESCOP) Chair as appropriate, the Multistate Activities Committee (MAC) Chair and members, and Administrative Advisors (AA) for regional research projects and activities.

Oversee the activities of the NERA staff.

Manage the operating budget of NERA and operate within the framework of the policies and procedures of the host institution.

NATIONAL ACTIVITIES:

Serve on and provide leadership as required to the ESCOP Core Committees (e.g., Budget and Legislative, Communications and Marketing, Science and Technology), Executive Committee, Chairs Advisory Committee, and other ESCOP ad hoc task forces, as appropriate.

Develop and provide research information and educational materials on the mission, scope and impacts of the state agricultural experiment stations research programs and land grant programs, as needed, for staff of key congressional committees and committee members, advocacy groups, and national leadership groups, e.g., Association of Public and Land Grant Universities (APLU), Board on Agricultural Assembly (BAA), Experiment Station Section (ESS), Academic Heads Section (AHS), and the Extension Committee on Organization and Policy (ECOP).

Facilitate communications with the United States Department of Agriculture (USDA), and participate with the other regional Executive Directors in their separate and joint functions in support of the overall research and education systems at the national level.

Coordinate activities and communications; promote partnerships between ESCOP and other Committee's of Organization and Policy (COP's) to assure programmatic linkages are developed whenever feasible.

Develop and maintain effective communications between NERA members and counterparts in the land-grant organization, including AHS, ECOP, Academic Committee on Organization and Policy (ACOP), International Committee on Organization and Policy (ICOP), Veterinary Medicine, Forestry, Home Economics, the 1890 institutions, Council for Agriculture, Research and Extension (CARET) and Commission on Food, Environment and Renewable Resources (CFERR-APLU), as appropriate and required.

Develop collaborative working relationships with executive directors of the other Regional Research Associations (North Central, Southern, Western and the Association of 1890 Research Directors [ARD]) to maximize efficiency and provide effective leadership on national projects and other activities as necessary.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctoral degree in an agricultural or related discipline; Minimum ten years' experience in progressively responsible leadership roles; Demonstrated successful administrative experience (e.g., as a Dean, an Associate Dean for Research, a Director/Associate Director of an Experiment Station or as a Principal Investigator/Program or Project Director of a large multi-organizational capacity building research grant program, etc.); Demonstrated ability to maintain effective working relationships with a wide variety of stakeholders, agencies, and organizations; Demonstrated effective written and verbal communication skills; Willingness to travel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated leadership experience in a State agricultural experiment station or a comparable research organization; Demonstrated experience with appraisal and analysis of research programs, budget development, human and financial resource allocation, administration of personnel and development of funding initiatives; and, Demonstrated familiarity with the development of federal research policy and funding initiatives.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.