

Department Head of Small Animal Clinical Sciences  
The University of Tennessee

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Posted Oct. 14, 2025, set to expire Feb. 26, 2026

**Job Title** Department Head of Small Animal Clinical Sciences  
**Department** College of Veterinary Medicine  
**Institution** The University of Tennessee  
Knoxville, Tennessee

**Date Posted** Oct. 14, 2025

**Application Deadline** Dec. 12, 2025

**Position Start Date** Available immediately

**Job Categories** Department Head/Head/Chair  
Professor

**Academic Field(s)** Veterinary Medicine - General  
Clinical/Medical Sciences  
Small/Lab Animal Medicine

**Job Website** [https://vetmed.tennessee.edu/wp-content/uploads/sites/4/UTCVM\\_SACS\\_DH\\_Prospectus.pdf](https://vetmed.tennessee.edu/wp-content/uploads/sites/4/UTCVM_SACS_DH_Prospectus.pdf)

**Apply Online Here** <https://apply.interfolio.com/175276>

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**Job Description**

The University of Tennessee College of Veterinary Medicine (UTCVM) is seeking applications from an innovative and collaborative veterinary administrator to serve as our new Department Head of Small Animal Clinical Sciences. A detailed prospectus regarding this position can be found [here](#).

The Department of Small Animal Clinical Sciences is one of three departments within the UTCVM and is currently comprised of approximately 50 board certified veterinary faculty with additional residents,

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interns, graduate students and staff. Reporting directly to the Dean, the Department Head (DH) of Small Animal Clinical Sciences works with the senior leadership team to accomplish the mission of the UTCVM. The DH will serve alongside the associate and assistant deans and the two other department heads on the Dean's Executive Committee. The DH will provide leadership and oversight to the department's academic and faculty affairs. The DH will work alongside the Executive Associate Dean of Operations and Administration (newly formed position with search open) as well as the Small Animal Hospital director to manage faculty's participation in the business entities of the hospital.

The Department has broad service, educational, and research missions. Its faculty are responsible for providing "state-of-the-art" care for pets and zoo animals as well as pre-clinical and clinical instruction in anesthesiology, avian and zoological medicine, dermatology, emergency and critical care medicine, internal medicine, neurology, nutrition, oncology, ophthalmology, orthopedic, physical therapy, soft tissue surgery, behavior, dentistry, shelter medicine and radiology. The Department also directs residency training programs in most clinical specialties as well as rotating internships. The Department has a strong commitment to research and post-graduate training to improve pet health through clinical research. Many departmental faculty have active research programs, and many house officers contribute to these programs.

### **Key Responsibilities include:**

#### **Operational Management:**

The DH will provide operational management of all departmental programs and training. This includes providing oversight and management for all departmental committees, the departmental by-laws, and the department's teaching commitments. The DH will oversee departmental personnel management including hiring and managing all departmental faculty and administrative staff. The DH will assist the college with purchase, maintenance and placement of college research equipment and resources and will work with the executive committee and college space committee to manage space assignment for offices and other areas.

#### **Budget Oversight:**

The DH will have primary oversight of the department's budget and be responsible for developing, monitoring and balancing the department's annual budget. There are dedicated staff in the department to assist with this effort, but the DH is ultimately responsible for this oversight of the department's allocated budget.

#### **Faculty Affairs:**

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Provide direct supervision and management of faculty affairs in the department including mentorship, faculty development, annual evaluations, oversight of the promotion and tenure process at the departmental level, and assuring adherence to faculty handbook and other departmental or college policies. In collaboration with the Associate Dean of Academic and Student Affairs, the DH will manage teaching assignments for departmental faculty. The DH will seek input from the Executive Associate Dean of Operations and Administration and hospital directors related to faculty engagement and contribution to clinical services in the veterinary medical center. Additionally, the DH will collaborate with: the Associate Dean of Research and Graduate Studies to foster an environment that values translational research aligned with the expertise of our faculty and animal health needs; and the Associate Dean of Outreach and Global Engagement to support faculty participating in UTCVM-provided continuing education and study abroad programs.

**Strategic Planning and Implementation:**

Collaborate with the Dean, senior leadership team, and the department to develop, implement and update departmental strategic plans that meaningfully contribute to the college, institute and university strategic visions.

**External Relations:**

Work with the dean, college advancement team and corporate engagement personnel to maintain strong departmental relationships with outside stakeholders and donors.

Perform other projects and related functions as needed or assigned.

**Key skills 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.
- Documented experience in fostering or leading clinical or basic research or other scholarly endeavors
- Knowledge and understanding of budget oversight principles and ability to analyze financial data

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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.
- Skilled at managing the flow of issues, projects, and obstacles under DH supervision.
- 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.
- 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.

### **Qualifications**

- DVM, VMD or equivalent degree is required.
- Meets criteria for appointment at the level of clinical associate or full professor or tenured associate or full professor in the department. Given the oversight of the tenure process, applicants meeting criteria for tenured associate or full professor will be preferred. Tenure upon appointment will require UT Board of Trustee's approval.
- Experience typically gained by 10 years in academic veterinary environment
- Administrative experience in veterinary medical education is preferred
- Outstanding organizational and communication skills.
- Ability to manage several tasks/projects simultaneously.
- Working knowledge in the AVMA Committee on Accreditation process.

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### Application Instructions

Applications should formally apply via Interfolio and include a letter of intent, curriculum vitae, and names and contact information for four (4) professional references. Applications and nominations will be accepted until the position is filled, but to be assured of full consideration, all materials should be submitted by **December 12, 2025**. Nominations and confidential inquiries are encouraged and may be sent via e-mail to Brooke Swart, Manager, Executive Recruitment, at [bswart@utk.edu](mailto:bswart@utk.edu).

Salary and rank will be commensurate with training and experience.

### 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 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 [eoaa@utk.edu](mailto:eoaa@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.

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**Contact Information**

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

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

**Contact E-mail**     bswart@utk.edu