

FAMU

FLORIDA
AGRICULTURAL AND
MECHANICAL
UNIVERSITY



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Inviting Applications and Nominations for

Assistant Vice President and Chief Human Resources Officer



*Florida A&M University seeks a dynamic and experienced leader to serve as the **Assistant Vice President and Chief Human Resources Officer (AVP/CHRO)**. This senior executive position provides strategic vision, leadership, and oversight of all human resources functions across the University's campuses and locations. The AVP/CHRO is responsible for shaping and executing human capital strategies that advance the University's mission, vision, and strategic priorities, fostering a culture of excellence, innovation, and operational effectiveness.*



FAMU VISION

Florida Agricultural and Mechanical University will be recognized as a leading national public university that is internationally renowned for its competitive graduates, transformative research, and innovation.

ABOUT THE UNIVERSITY

Founded in 1887, Florida Agricultural and Mechanical University (FAMU), located in Tallahassee, is the third oldest university in the State University System of Florida and is the state's only public historically Black university. FAMU is an energetic and dynamic institution, acclaimed for the excellent achievement of its students, alumni, faculty, and its contribution to society in the pursuit of education and research. The university works every day to continue to propel itself to the forefront of innovation and scholarship. In recent years, the University has doubled its research expenditures and outpaced its peers in student achievement rates.

With an enrollment of nearly 10,000 students, FAMU ranks among the nation's Top 100 public universities in the 2025 *U.S. News & World Report* "Best Colleges" ranking, landing at #81; #3 among Historically Black Colleges and Universities (HBCU); #1 public HBCU; #20 for Social Mobility; and #152 among National Universities.

FAMU's dedication to pushing the boundaries of discovery propels it forward as one of the nation's best public universities. Across disciplines, FAMU's world-class researchers seek answers to some of humanity's most challenging problems, addressing issues that impact Florida, the nation and beyond. With \$112.4M (FY24) in research awards, FAMU is on the precipice to achieve Carnegie Classification of Institutions

of Higher Education's highest and most coveted Very High Research Activity status (R1) in the next few years.

FAMU's 14 colleges and schools, offering more than 60 undergraduate and 40 graduate degree programs, through its College of Agriculture and Food Sciences; College of Pharmacy and Pharmaceutical Sciences; Institute of Public Health; College of Education; College of Law; College of Science and Technology; College of Social Sciences, Arts, and Humanities; FAMU-FSU College of Engineering; School of Allied Health Sciences; School of Architecture & Engineering Technology; School of Business and Industry; School of Graduate Studies and Research; School of Journalism & Graphic Communications; School of Nursing; and School of the Environment.

The University offers more than 100 student organizations and several fraternities and sororities. FAMU is a member of the Southwestern Athletic Conference (SWAC) and fields 14 NCAA Division 1 athletic teams.

In addition to the main campus in Tallahassee, FAMU has several satellite campuses across Florida. These include the College of Law in Orlando and the College of Pharmacy and Pharmaceutical Sciences, Institute of Public Health, which has sites in Crestview, Tampa, Jacksonville, and Miami.

FAMU MISSION

FAMU is an 1890 land grant, doctoral/research institution devoted to student success at the undergraduate, graduate, doctoral and professional levels. FAMU enhances the lives of its constituents and empowers communities through innovative teaching, research, scholarship, partnerships, and public service. The University continues its rich legacy and historic mission of educating the nation's best and brightest.

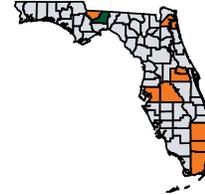
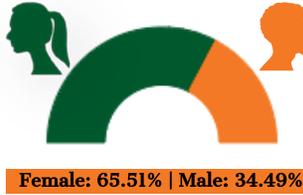
FAMU VALUES

FAMU is committed to the values of **ACCOUNTABILITY, INCLUSION, INNOVATION, and INTEGRITY**. The University also values and endorses the Board of Governors' Statement of Free Expression and expects open-minded and tolerant civil discourse to take place throughout the campus community.



INSTITUTIONAL PROFILE, FY24-25

STUDENT POPULATION 9,313



In-State: 76%

Out-of-State: 24%

2024-2025



COLLEGE RANKINGS

- #1 PUBLIC HBCU**
6 CONSECUTIVE YEARS
- #20 SOCIAL MOBILITY**
- #81 TOP PUBLIC SCHOOL**
AMONG NATIONAL UNIVERSITIES
- #87 BEST VALUE**
AMONG NATIONAL UNIVERSITIES
- #1 HBCU**
FOR RESEARCH AND DEVELOPMENT (N.S.F.)
- Fulbright HBCU**
Institutional Leader

To see all college rankings, visit <https://www.famu.edu/about-famu/index.php>

ACADEMIC PROFILES

Majors	Academic Area
2,036	College of Social Sciences, Arts and Humanities
1,163	School of Business and Industry
1,136	College of Science and Technology
1,104	School of Allied Health Sciences
618	College of Engineering
511	College of Pharmacy and Pharmaceutical Sciences
481	School of Journalism and Graphic Communication
439	School of Nursing
371	College of Education
352	College of Agriculture and Food Sciences
335	College of Law
313	School of Architecture
300	Unidentified
118	School of the Environment
36	FAMU - FSU Co-Op

DEGREES / CERTIFICATES



RESEARCH AND GIVING | FY 2023



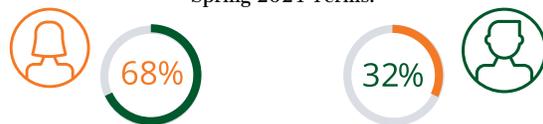
CONTACT US:

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FAMU DIVISION OF STRATEGIC PLANNING, ANALYSIS AND INSTITUTIONAL EFFECTIVENESS

PERCENT OF DEGREES AWARDED BY GENDER

2023-2024 figures are comprised of Summer 2023, Fall 2023, and Spring 2024 Terms.



For inquiries and further information, please reach out to us:
Email: info@famu.edu
Phone: +1 (850) 599-3000
Website: www.famu.edu





THE OPPORTUNITY

The Assistant Vice President and Chief Human Resources Officer (AVP/CHRO) is a senior executive leader reporting directly to the Senior Vice President for Finance and Administration/Chief Financial Officer (Sr. VP for F&A/CFO) of Florida Agricultural and Mechanical University (FAMU). As a member of the Sr. VP for F&A/CFO's executive leadership team, the AVP/CHRO provides strategic vision, leadership, and oversight of all human resources functions across the University's campuses and locations.

The AVP/CHRO is accountable for the effective University-wide planning and administration of all Human Resources (HR) activities on the main campus and satellite locations. This position develops and implements HR strategies aligned with the organization's business goals, mission, and values, and leads the HR function to support organizational growth and transformation. The AVP/CHRO serves as a strategic and trusted partner to senior leadership on all HR matters, offering insights and recommendations that drive business performance, leading change management initiatives, and ensuring smooth transitions during organizational change.

The AVP/CHRO partners with the Sr. VP for F&A/CFO, President, Board of Trustees (as directed by the President), Provost and Vice President for Academic Affairs, Vice Presidents, Deans, Directors, Department Heads, and individual staff and faculty employees in the delivery of Human Resources services as a trusted advisor. This position engages in continuous process improvement in support of operational effectiveness and efficiency, and identifies and participates in process improvement initiatives that improve customer experience, enhance workflow, and improve the work environment.

Essential Duties & Responsibilities

Strategic Leadership and Executive Oversight

- Serve as a key advisor to the SVP/CFO, President, Board of Trustees, and executive leadership team on all matters related to human resources, organizational development, employee engagement, and workforce planning.
- Develop and implement comprehensive human capital strategies aligned with the University's mission, vision, and strategic plan.

- Lead and oversee the design, implementation, and assessment of University-wide policies, programs, and initiatives that support a high-performing workforce.
- Represent the University in executive-level decision-making, policy development, and strategic planning.
- Provide direction and leadership of Human Resources units and oversee the administration and implementation of related programs. HR units include: Classification, Compensation, Employment, Recruitment, Employee Relations (Performance Management), Records Management, Benefits/Retirement, Time and Attendance (Off-Boarding), Payroll Operations, Workforce Administration, Organizational Development, FMLA, Drug Testing Program, and Worker's Compensation.
- Coordinate as appropriate with the Chief Privacy Officer and the Office of General Counsel regarding the protection, use, and disclosure of personally identifiable and confidential employee data.
- Coordinate with the Chief Policy Officer on the development, review, implementation, and training of University-wide policies affecting human resources and employment practices.

Institutional Governance and Policy

- Serve as the University's chief spokesperson on HR matters to internal and external audiences, including state and federal agencies, regulatory bodies, community and professional organizations, and in court/administrative actions.
- Oversee compliance with federal, state, and local laws, regulations, and ordinances related to human resources and labor.
- Chair or serve on University-wide committees, task forces, and councils as designated by the SVP/CFO.
- Recommend and implement University-wide regulations, policies, and procedures related to human resources and organizational development, coordinating with the Chief Policy Officer as appropriate.
- Represent the University on the State University System of Florida and other system-wide policy and HR committees.
- Responsible for benchmarking, formulating, and implementing University-wide Human Resources policies, procedures, and best practices.





Organizational Effectiveness and Institutional Planning

- Direct and champion business process improvement, institutional assessment, and organizational change management initiatives.
- Partner with the Sr. VP for F&A/CFO, Vice Presidents, Deans, Directors, Department Heads, and other campus leaders to deliver strategic HR services and solutions.
- Advise on the operational and fiscal impact of planning alternatives and support the Sr. VP for F&A/CFO and executive team in strategic analysis and scenario planning.
- Serve as the officer-in-charge in the absence of the Sr. VP for F&A/CFO as designated.
- Ensure consistent communication across departments and functions regarding HR strategies and initiatives; partner with other departments, such as finance and legal, to ensure alignment and smooth execution of organizational goals.

Talent Management and Employee Engagement

- Oversee recruitment, retention, succession planning, and professional development for faculty and staff University-wide.
- Ensure the effective administration of collective bargaining agreements and support contract negotiations, including maintaining an up-to-date schedule for all bargaining obligations and timelines for negotiations and contract renewals.

- Provide support to the Chief Negotiator and serve as the University's representative for collective bargaining and contract administration for four campus unions.
- Lead the development and implementation of competitive compensation through benchmarking and benefits/retirement programs that attract and retain talent.
- Foster a culture of continuous improvement, service excellence, and innovation.
- Manage employee relations matters, addressing concerns and conflicts, while promoting fair treatment and open communication. Provide consultation on resolutions in conflict management in minor and complex issues to the President, senior leaders, mid-management, and employees.
- Oversee the management, protection, and confidentiality of employee information University-wide, coordinating as necessary with the Chief Privacy Officer and Office of General Counsel.

Budget and Resource Management

- Develop, administer, and monitor the budgets for the Office of Human Resources, Organizational Development and Training, and related units.
- Oversee salary administration for all employee categories, including Administrative and Professional, University Support Personnel System, and OPS.
- Accountable for the administration and oversight of funds budgeted for the Office of Human Resources, and for the adjustment of salaries for all university employees to ensure biweekly payroll payments.

Stakeholder and Community Engagement

- Serve as a liaison to the Board of Trustees, academic and administrative units, faculty senate, staff advisory councils, student government, alumni, and external partners.
- Represent and serve as a spokesperson and/or liaison to public and private external agencies, community, and organizations as needed.
- Promote University initiatives and represent FAMU in local, regional, and national forums.
- Respond to internal, external auditors, and state requests to include preparing written reports when applicable.

Training, Development, and Other Executive Responsibilities

- Develop University-wide programs to educate executive, management, and employees 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 service excellence (customer satisfaction) and retain key talent.
- Utilize HR data to generate reports and analytics that guide decision-making; monitor key performance indicators (KPIs) related to employee performance, turnover, engagement, and HR efficiency.
- Perform other duties as assigned by the Sr. VP for F&A/CFO.

Knowledge, Skills, & Abilities

- Proven ability to develop and execute strategic HR plans aligned with institutional priorities.
- Exceptional written and verbal communication skills; ability to communicate effectively with diverse audiences, including senior executives, faculty, staff, students, and external stakeholders.
- Strong commitment to ethical leadership, integrity, and confidentiality.
- Demonstrated ability to lead, mentor, and inspire high-performing teams and cross-functional groups.
- Expertise in data-driven decision making, organizational assessment, and process improvement.
- In-depth knowledge of federal, state, and local employment laws, collective bargaining, and HR best practices.

- Ability to manage budgets, allocate resources, and drive operational efficiency.
- Strong collaboration, consensus-building, and relationship management skills.
- Ability to drive innovation, foster change, and build a culture of accountability and continuous improvement.
- Knowledge of challenges and trends in global higher education and public administration.
- Knowledgeable about Workday ERP or comparable HR technology platforms.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field from an accredited institution.
- A minimum of ten (10) years of progressively responsible professional experience in human resources, with at least five (5) years in a senior HR leadership role.
- Demonstrated expertise in HR strategy development, compliance with employment and academic regulations, and executive-level advising.
- Proven track record of leading and managing complex HR operations within a large, multi-faceted organization.
- Experience with collective bargaining, labor relations, and contract administration.
- Knowledge of applicable federal, state, and local employment laws, rules, and regulations.

Preferred Qualifications

- Master's degree or higher (e.g., MBA, MHR, MPA, JD, or related advanced degree) from an accredited institution.
- Experience in higher education human resources systems, shared governance structures, faculty personnel matters, and large decentralized institutions.
- Professional HR certification such as SHRM-SCP (Society for Human Resource Management–Senior Certified Professional) or SPHR (Senior Professional in Human Resources) strongly preferred.
- Experience collaborating with governing boards, Board of Trustees, and senior university executives.

- Experience with Workday HCM or comparable enterprise HR/ERP system implementations.
- Demonstrated experience in organizational development, change management, and strategic workforce planning in a higher education or public-sector environment.
- Experience at a Historically Black College or University (HBCU) or minority-serving institution.

Required Licenses, Certifications, & Other Requirements

- This position requires a background check and/or fingerprinting.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
- Professional HR certification (SHRM-SCP, SPHR, or equivalent) preferred; required within eighteen months of appointment if not held at time of hire.

Confidential Data Responsibility

This position has access to and is responsible for safeguarding highly sensitive and confidential employee information, including but not limited to: personnel records, salary and compensation data, medical and benefits information, employee relations and disciplinary records, collective bargaining strategy documents, legal correspondence, and personally identifiable information. Unauthorized disclosure of such data could result in significant legal liability, reputational harm, and adverse impact to the University and its employees.

Working Conditions

Standard business hours with flexibility required for evening and weekend commitments as necessary. Travel may be required for system-wide meetings, professional conferences, and University business. This position is designated as essential personnel and may be required to report during University emergencies.





TALLAHASSEE, FLORIDA

Tallahassee is the site of the Florida State Capitol, Supreme Court of Florida, Florida Governor’s Mansion, and nearly 30 state agency headquarters as well as Florida A&M University.

The city is a recognized regional center for scientific research, and home to the National High Magnetic Field Laboratory. In 2015, Tallahassee was awarded the All-America City Award by the National Civic League for the second time.

Close to the Gulf of Mexico, there is a plethora of things to do in Tallahassee. Great adventures and sites include the beaches, the Tallahassee Museum, the Florida History Museum, St. Marks National Wildlife Refuge, Mission St. Luis de Apalachee, St. Marks Lighthouse, the Tallahassee Automobile Museum, the Florida Historic Capitol Museum, Railroad Square Art District, the Meek-Eaton Black Archives Research Center and Museum at FAMU, the Goodwood

Museum and Gardens, Alfred B. Maclay Gardens State Park, Cascades Park, and many more walking and biking trails, outdoor exploration, and activities. Restaurants and shops are plentiful and superb.

Tallahassee is also known for its fabulous festivals and events, such as the Tallahassee Food and Wine Festival, the Greek Food Festival, the Harambee Festival, Springtime Tallahassee, First Friday festivals at Railroad Square, and Downtown Getdowns.

Educationally, the population of Leon County, of which Tallahassee is the county seat, is the most highly educated population in Florida. Tallahassee is home to countless public schools, charter schools, private schools, and even a virtual high school. FAMU is home to the distinguished Developmental Research School, a K–12 school. While Tallahassee boasts many hospitals and clinics, it also has numerous family physicians and well-qualified specialists.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) All application packets must include the following:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) A current Curriculum Vitae
 - c) At least four references with full contact information including e-mail (*References will not be contacted without consent from applicant.*)

A background and criminal report will be conducted on the finalists selected for campus interviews.

- 2) **Submit application materials online, preferably as PDFs.** Additional information is requested with the submission of materials. **Review of applications begins immediately. Applications will be accepted until the position is filled.**

[APPLY HERE](#)

Nominations

Submit nominations with complete contact and e-mail information for the individual being nominated.

[NOMINATE HERE](#)

Consultant

FAMU has retained Myers McRae Executive Search and Consulting to assist the Search Committee in its identification and review of the Assistant Vice President and Chief Human Resources Officer. **Jennifer Barfield**, Executive Vice President of Myers McRae Executive Search and Consulting, is the lead consultant for this search. **Request a conversation regarding this search at JenniferBarfield@myersmcræe.com.**



The Florida A&M University (FAMU) is committed, as evident in our policies, principles and practices, to an educational environment and equal opportunity workplace wherein each member of the University community is free from any form of harassment and discrimination. Therefore, the University prohibits discrimination on the basis of race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, genetic information, and veteran status, or any other legally protected group status (including Title IX of the Education Amendments of 1972), in accordance with state and federal laws. Discriminatory conduct in the form of sexual misconduct, including sexual harassment, sexual assault, domestic and dating violence, and stalking, is also prohibited.