

## **Appendix A: Suggested Responsibilities and Reporting Structure of the Office of Sustainability**

A crucial component of raising the University of Florida to a position of global leadership in sustainability is the creation of a university-wide Office of Sustainability. Its staffing, reporting structure, objectives and responsibilities are outlined below.

### Staffing

The office will be staffed by a full-time Director, a Chief Academic Officer, a secretarial staff assistant, and one GRA (.33 FTE). Staff may also include grant-writing assistants, interns, student-workers, and GRAs funded through external and project related grants.

### Reporting Structure

The Director of the Office of Sustainability will report directly to the Vice-President of Finance and Administration. The staff assistant and GRA will report to the Director.

The Chief Academic Officer will report to the Provost.

### Objectives and Responsibilities

#### Director of the Office of Sustainability

1. Initiate, facilitate and coordinate opportunities to improve the sustainability of the University's physical operations, including energy and natural resource conservation, waste management, procurement, planning, design and construction. This task includes:
  - a) providing feasibility studies for new sustainability projects and practices and outlining best management practices
  - b) disseminating information to and working with all units on campus, including the UF Foundation and the UAA, to improve the sustainability of their current practices and implement changes
  - c) monitoring, evaluating and reporting on sustainability projects and practices in place and making recommendations for further improvement
2. Publish a biannual Sustainability Indicators Report based on Global Reporting Initiative Guidelines.
3. Foster involvement, support and leadership for sustainability practices and projects among faculty, staff and students to create and maintain an institutional culture of sustainability. This responsibility includes
  - a) developing a sustainability awareness program on campus and the creation of on-campus learning sites that capture the imagination and interests of all stakeholders
  - b) facilitating the integration of sustainability concerns into job descriptions of administrative, USPS, and TEAM positions where appropriate
4. Develop and implement an incentives, recognition, and awards program for University units engaged in sustainability efforts. Initiate, facilitate and coordinate opportunities to extend UF's community outreach and services in sustainability-related areas.
5. Initiate, facilitate and coordinate opportunities to extend UF's community outreach and services in areas related to operations sustainability.
6. Work with the Chief Academic Officer to communicate, publicize, and promote UF's sustainability related efforts within and beyond the UF community. This duty includes
  - a) managing a university sustainability webpage
  - b) publishing an e-newsletter
  - c) regular press releases
  - d) actively participating in local, state, national, and international committees, organizations and conferences to promote sustainability and engage in partnerships with other institutions to further sustainability efforts
7. Identify and aggressively pursue external funding, including grants and gifts, for sustainability practices and projects relating to outreach and operations, including but not limited to those directly administered by the Office of Sustainability. Assist faculty and staff in the pursuit of grants and external funding.
8. Work with the Chief Academic Officer to develop opportunities for UF faculty and students to engage in interdisciplinary research and teaching that exploits UF operations as a model laboratory

9. Serve as an ex-officio member of the Committee on Sustainability and work with the Committee to jointly develop policy
10. Submit an annual report to the Vice-President of Finance and Administration and the Committee on Sustainability that outlines the objectives and accomplishments of the Office of Sustainability. This report will address and evaluate collective efforts with the Chief Academic Officer.

Chief Academic Officer of the Office of Sustainability

1. Stimulate the development of sustainability-related undergraduate and graduate courses and seminars. This task includes
  - a. pursuing opportunities for the development of new courses and/or the integration of sustainability-related topics in current courses. Oversee seed grant program in this area.
  - b. fostering the development of interdisciplinary, general education courses related to sustainability and environmental literacy
2. Heighten research collaboration and productivity in sustainability-related areas across campus. This responsibility includes
  - a. Overseeing a program that funds graduate research assistants whose efforts are directly linked to sustainability-related research pursued by UF faculty.
  - b. Working under the auspices of the University Scholars Program and/or developing other programs to facilitate sustainability-related research among undergraduates and collaborative faculty-undergraduate research efforts.
  - c. Collaborating with the UF Office of Community Service to stimulate and coordinate undergraduate internships and service learning opportunities in sustainability-related areas
3. Work with the Director to develop opportunities for UF faculty and students to engage in interdisciplinary research and teaching that may exploit UF operations as a model laboratory. Oversee matching grant program in this area.
4. Identify and aggressively pursue external funding, including grants and gifts, for sustainability practices and projects relating to teaching, research, outreach, including but not limited to those directly administered by the Office of Sustainability. Assist faculty in the pursuit of grants and external funding.
5. Initiate, facilitate and coordinate opportunities to extend UF's community outreach and services in areas related to sustainability oriented teaching and research.
6. Work with the Director of the Office of Sustainability to communicate, publicize, and promote UF's sustainability related efforts within and beyond the UF community. This duty includes actively participating in local, state, national, and international committees, organizations and conferences to promote sustainability and engage in partnerships with other institutions to further sustainability efforts.
7. Serve as an ex-officio member of the Committee on Sustainability and work with the Committee to jointly develop policy
8. Submit an annual report to the Provost and the Committee on Sustainability that outlines academic objectives and accomplishments related to sustainability. This report will address and evaluate collective efforts with the Director.