



**DATE ISSUED:** 01/14  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Provost for Promotion of Research and Sponsored Programs

### **JOB SUMMARY**

The Assistant Provost for Promotion of Research and Sponsored Programs provides leadership and oversight in strategic planning, implementation, coordination, and review of research and sponsored programs. The Assistant Provost is responsible for promoting research and sponsored projects aligned with the expertise of the faculty and appropriate for the University. The Assistant Provost develops new external funding sources to increase support for the university, facilitates research partnerships, researches grant opportunities, and provides education for faculty and administrators to encourage applications for grant funding. The Assistant Provost is responsible for implementing and supporting the University's research plan by managing internal funding competitions; planning for and maintaining the research infrastructure of the University; supervising research offices in Denton, Dallas, and Houston; and assuring compliance with internal and federal and state standards and regulations. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Senior Associate Provost

*Supervises:* Director of Operations, Senior Statistical Consulting Director, Coordinator of Research Compliance, and Directors of Houston and Dallas Research Offices

### **ESSENTIAL DUTIES** - *May include, but not limited to the following:*

- Promotes research and sponsored projects with external collaborators.
- Develops relationships with grantors and other funding partners to further TWU's research and sponsored program agenda.
- Promotes research and sponsored projects among internal constituencies.
- Leads strategic planning to grow the TWU research enterprise.

- Provides overall direction to internal research support programs to positively impact external funding and scholarly productivity.
- Responds to inquiries and provides direct assistance to research faculty on all TWU campuses.
- Assists deans, academic component administrators, and faculty to connect with and negotiate beneficial alliances for research and sponsored projects.
- Plans activities of the office with the Director of Operations.
- Collaborates with committees related to research such as the Research Advisory Committee and the Research Support Committee
- Plans workload and supervisory duties.
- Supervises research offices in Denton, Dallas, and Houston to assure a strategic and cohesive approach to promotion of research.
- Directs preparation of monthly, quarterly, and annual reports on external proposal and grant activities.
- Provides statistical assistance to faculty through the Senior Statistical Consulting Director.
- Oversees the expenditures of allocations for research support.
- Conducts or contracts workshops on topics such as proposal writing and research compliance.
- Directs the Coordinator of Research Compliance and the Director of Operations in designing and implementing a University-wide program on research compliance and assuring compliance with internal and external standards and regulations.
- Responsible for establishing job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

### ***EDUCATION***

Ph.D. degree required.

### ***EXPERIENCE***

Several years of experience in academic research and research administration, preferably in the biomedical or health sciences. Hands-on experience in grantsmanship preferred.

**REQUIREMENT**

Regular and reliable attendance at the University during regularly scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***