



TEXAS WOMAN'S
UNIVERSITY™

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FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Vice Provost for Research

JOB SUMMARY

The Vice Provost for Research provides leadership and oversight in strategic planning and shaping the university research agenda to define and meet emerging research opportunities. The Vice Provost promotes interdisciplinary research and integration of research and education at the undergraduate and graduate levels; affirms the integrity of research processes and policies; establishes national collaborative research partnerships at the University; coordinates activities that promote broad participation in research, scholarly, or creative activities that are aligned with the University strategic plan and strengthen the University's research enterprise; and provide oversight of research policy and implementation, 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: Provost/ VPAA

Supervises: Director of Operations, Executive Director of the Center for Research Design and Analysis, Coordinator of Research Compliance.

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

- Provides leadership and vision in shaping the University's strategic direction and agenda.
- Develops a higher profile for the research and scholarly activities of University faculty, while building on existing areas of research strength and scholarship.
- Leads strategic planning to advance the TWU research enterprise.
- Assures provision of services on all three campuses to new and established faculty, including comprehensive pre and post award services, training, and other research support services.

- Assures adequate operations infrastructure to support proposal submission and grants management.
- Assures provision of research related assistance to faculty through the Center for Research Design and Analysis.
- Provides overall direction to internal research support programs to positively impact external funding and scholarly productivity.
- Sets standards and expectations for research success at the University; measures outcomes and provides conditions for continuous improvement.
- Promotes research and sponsored projects with external collaborators.
- Assists deans, academic component administrators, and faculty to facilitate interdisciplinary research collaboration and integration of research and education.
- Collaborates with the Director of Operations and Executive Director of Center for Research Design and Analysis on process improvements related to research.
- Collaborates with committees related to research such as the Research Advisory Committee and the Research Support Committee.
- 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.
- Oversees the expenditures of allocations for research support.
- 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.
- Collaborates with university partners, including Marketing and Communications and university library, to assure visibility of faculty research.
- Convene and oversee the Intellectual Property Committee as needed.
- Responds to incidents or allegations of Research Misconduct per university policy.
- Maintain clear communication the Provost and other academic units.
- Responsible for establishing job standards for subordinate staff and effectively evaluating 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Regular travel to all TWU campuses is required.

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.