

## **Associate Vice President for Research and Graduate Education** **University of South Carolina, Columbia Internal Search**

Applications are invited for the position of Associate Vice President for Research and Graduate Education. The Associate Vice President for Research and Graduate Education reports to the Vice President for Research and Graduate Education, and serves at his pleasure. The position is expected to begin on January 16, 2010 or as soon thereafter as possible. This is a three-year appointment with annual review and subsequent renewal upon mutual agreement.

Essential functions of the position:

- Work with the Vice President for Research and Graduate Education to create a strategic plan to expand and improve the research enterprise of the University of South Carolina. Examples of responsibilities in this area include:
  - Identify the key strategic aspirations (goals) that will form the framework of the plan;
  - Detail the approaches/steps to be followed in order to achieve each key strategic aspiration;
  - Develop a two-year action plan and associated metrics to implement and measure the progress and success of each step of the plan.
  
- Ensure that the infrastructure supporting the research and graduate education activities of the faculty, graduate/undergraduate students and staff is robust and enables and enhances research and graduate education at the University of South Carolina. Examples of responsibilities in this area include:
  - Perform an evaluation of the current infrastructure in collaboration with the deans of the College of Arts and Sciences, College of Engineering and Computing, Arnold School of Public Health, and School of Medicine, as well as center directors and CoEE endowed chairs;
  - Together with the aforementioned team, prioritize the required upgrades/additions to the existing infrastructure and identify sources to fund the upgrades and/or additions.
  
- Serve as the liaison to the Office of the Provost. Examples of responsibilities in this area include:
  - In collaboration with the deans of the academic units, the Graduate School, and the Office of the Provost, serve as an advocate for graduate and doctoral education;
  - Assist the colleges and schools in the development of doctoral programs;
  - Assist departments in reaching their goals of achieving quality graduate programs.
  
- Support the Office of Research and Graduate Education, the Office of the Provost, and others at the university in seeking funds and resources for the research, graduate education, and academic programs of the university. Examples of responsibilities in this area include:
  - Identify USC alumni employed in corporations as potential university advocates and devise a program to regularly communicate with and engage them in the research activities and research centers of the university.
  - Develop new funding mechanisms for doctoral research.
  
- Assist the Vice President for Research and Graduate Education in other duties as assigned. Examples of responsibilities in this area include:
  - Oversee all aspects of research administration and compliance at the University;
  - Serve as the advocate for faculty throughout the grant seeking and oversight process;
  - Develop, implement, and monitor policies and procedures that govern the conduct of research at the University of South Carolina.

Applications must include: 1) a letter of interest that specifically addresses the applicant's vision for the Office of Research and Graduate Education at the university; 2) an up-to-date curriculum vitae; and 3) three letters of reference, sent under separate cover. Applicants are expected to be tenured, full-time faculty members at the rank of professor and have previous administrative experience commensurate with the level of Department Chair or above. This is a twelve-month salary position. Applications will be reviewed beginning December 1, 2009 and will continue until the position is filled. Applications should be sent to: Nid Stuessy, Office of Research and Graduate Education, 202 Osborne Administration Building, University of South Carolina, Columbia, SC 29208. Phone: (803)777-4001; FAX: (803)777-5457; email: [nstuessy@sc.edu](mailto:nstuessy@sc.edu).

*The University of South Carolina is an equal opportunity employer and specifically invites and encourages applications from women and minorities.*