

AMERICAN UNIVERSITY

Vice Provost for Graduate Studies and Research

Reporting to the Provost as part of a senior leadership team, the Vice Provost for Graduate Studies and Research (VP-GSR) bears responsibility for oversight of graduate education and research at American University (AU). The senior leadership team at AU shares common university-wide goals and accountability in the context of the emerging university Strategic Plan. The VP-GSR advises the Provost, Deans, faculty, and students on University policy and practice in graduate education and research. The focus at AU is on enabling faculty to better fulfill their objectives in graduate education and research, scholarship, and creative activities. A priority for the VP-GSR is to foster a spirit of collegiality and positive atmosphere of achievement and pride among students, staff, and faculty.

Graduate education at AU is decentralized to its colleges and schools. However, oversight of academic standards, quality of programming, portfolio of academic programs, allocation of graduate financial aid to units, and assurance of best educational practices rests, in collaboration with the deans, in the Office of the Provost, with the VP-GSR. Responsibility for working with faculty to identify new initiatives and promoting educational innovation is part of the VP-GSR's portfolio. Developing initiatives aimed at increasing diversity among the graduate students and a more welcoming and inclusive community is part of the incumbent's responsibility, as well as providing collaborative leadership to the Graduate Admissions Working Group.

In consultation with the Provost, the VP-GSR is responsible for all operational development of the research enterprise at AU. Areas of responsibility include: Office of Sponsored Programs; designated campus-wide centers and institutes; advancement of research, scholarly and/or professional engagement, and creative activity; investment in the research infrastructure; development of campus policy and practices regarding private and public externally funded sponsored activities; support for ethical conduct of research; overall compliance with federal regulations; in collaboration with legal counsel, conducting reviews of allegations of academic misconduct; informing researchers of potential funding opportunities; working with government agencies, industries, foundations, non-profit agencies, and other universities in developing research collaborations; workshops and training for faculty on preparing successful proposals as well as post-award management; encouragement of research within and across academic units; developing a culture and climate that is supportive for those seeking externally funded research; fostering linkages between research and economic development; and ensuring the protection of human subjects and animal safety.

Outreach to the funding agencies on behalf of the faculty, increasing the profile of AU as a major research center, and expanding the funded research portfolio will be critical to the success of the selected candidate.

Qualification and characteristics: Candidates for the position of VP-GSR should hold a Ph.D. or equivalent and be qualified for appointment to the faculty. Rank and tenure are open with a tenured appointment possible at the discretion of the University. The candidate should have a minimum of ten years documented experience in higher education leadership with evidence of a successful portfolio of externally funded research. Strong communication and collaborative skills are essential.

Deadline and start date: Applications should be received by December 1, 2008. The search committee may consider applications received after this date until the position is filled. This is a new position and the selected candidate may begin as soon as possible.

Application: Applications should include a current curriculum vitae, a letter describing relevant experience and interest in the position, and the names and contact information of five references. All names of applicants will remain confidential except those who advance to finalist status. Applications and nominations should be submitted to:

Vice Provost for Graduate Studies and Research Search Committee
Office of the Dean, School of Public Affairs
Att: Teri King
American University
Washington, DC 20016-8022

Phone: 202-885-2941

Materials may also be submitted electronically as an MSWord attachment to an e-mail sent to:

tking@american.edu

American University is an Equal Employment Opportunity/Affirmative Action employer committed to a diverse faculty, staff, and student body. Women and minority candidates are strongly encouraged to apply.