

Official Title: Associate Provost for Graduate Studies and Research

Job Code: 1106

Salary Group: Unclassified

Summary

Function: Supervisor and coordinator of Graduate Studies and Chief Research Officer of the University.

Scope: Oversees College of Graduate Studies and Office of Sponsored Programs; supervisor of the chairs of Graduate Studies, oversees academic research and production of all intellectual property of the university in Alpine and Rio Grande College.

Duties

Essential: General oversight of the university's chairs of the departments in Graduate Studies for the Alpine campus, and the academic research mission and priorities at the Alpine and Rio Grande College campuses for faculty conducting research, research scientists and research technicians.

The Associate Provost works to assure the high quality of the graduate programs. Accordingly, the Associate Provost receives graduate theses from each academic college, reviews the theses for conformity to university-established standards for theses, and submits the theses for publication. The Associate Provost works with the Graduate Council to verify the credentials of the Graduate and Associate Graduate faculty and to assure that faculty members meet the standards required of Graduate and Associate Graduate Faculty. The Associate Provost is responsible for facilitating the assessment of each graduate program according to the mandates of the Texas Higher Education Coordinating Board and the accrediting agency. The Associate Provost administers the Master of Arts in Liberal Arts degree, overseeing the completion of degree plans, the formation of graduate committees, and the submission of prospecti and projects required to complete the liberal arts degree.

The Associate Provost promotes, facilitates and supports research, education, scholarly, creative, service and outreach activities, including external funding of such activities. The Associate Provost leads the establishment and implementation of research strategic goals, policies and practices in collaboration with deans, directors, department chairs, faculty and research personnel. Commitment to diversity in graduate students, research, leadership, and recruitment and retention from diverse and multicultural backgrounds. Promotes research excellence and integrity, and assesses research program effectiveness. The Associate Provost conducts other duties as assigned by the Executive Vice President and Provost.

Non-Essential: Attend various meetings as a representative of Sul Ross State University as they pertain to graduate studies, research and extramural funding, such as, but not limited to the Texas State University System Chief Research Officer meeting, the Texas Higher Education Coordinating Board, and governmental and non-governmental research and funding organizations.

Supervision

Received: Reports to the Executive Vice President and Provost.

Given: Oversees the chairs of the departments in Graduate Studies and Director of Sponsored Programs.

Education

Required: Earned doctorate from an accredited institution in a research discipline taught at Sul Ross State University or in a related field.

Experience

Required: Established record of research program oversight with supervision and mentoring, record of effective leadership, management, and organizational skills, established record of peer-reviewed scholarship, a minimum of ten years university teaching experience and five years of experience in academic administration.

Preferred: At least ten years of experience in higher education administration, preferably including experience as a department chair, division director or dean.

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Equipment/Skills

Required: Excellent administrative skills including: experience with budgeting, supervision, university teaching and research, strong communication skills, computer literacy, and humanistic skills - ability to work with individuals in diverse academic areas, and a record of academic accomplishment and established reputation as an academic leader that warrants a tenured faculty appointment.

Working Conditions

Usual: Eight-hour work day, forty hours per week with some early or late hours, depending on workload. Attendance at various professional, university, community and public activities. Position is Security Sensitive.

Date revised: April 30, 2018