

## **Associate Vice Chancellor for Graduate Education & Research**

The Associate Vice Chancellor for Graduate Education and Research serves as a line officer intermediate between the College Deans and the Provost and Vice Chancellor for Academic Affairs in areas of designated responsibility, including oversight of graduate education and research administration. The Associate Vice Chancellor for Graduate Education and Research also provides staff support to the Office of the Provost and Vice Chancellor for Academic Affairs and supervises the office staff immediate to this position.

### **Graduate Education & Research**

Serves as an advocate for excellence in graduate education in interactions with other administrators, as well as interactions with faculty, students, and staff.

As director of the Office of Graduate Studies, serves on Graduate Council as ex-officio member and, in collaboration with the Graduate Council, consults with college executive committees and other college-designated committees on matters of graduate education policy.

Develops activities and programs that enrich the educational experiences of graduate students.

Coordinates with Division of Student Affairs on matters relating to services for graduate students such as financial aid, childcare, health services and health insurance, housing, admissions and records, and international student concerns.

Directs general graduate assistantship program and oversees the Whitney M. Young Fellowship Program.

Encourages improvements in coordination of all campus assistantship, fellowship, and internship programs through service as chair of a graduate assistantship coordinating council.

Seeks to develop and enhance graduate assistantships and other forms of financial assistance for graduate students and works to expand research, internship, and public service opportunities.

In cooperation with the Admissions Office and each graduate program, provides assistance to students applying for admission to graduate programs.

Develops programs and activities to foster diversity within the graduate curriculum and the student body. Develops and engages in activities to recruit and retain of minority graduate students.

Disseminates information to faculty on national standards and best practices in graduate education.

Promotes educational opportunities for faculty and staff engaged in graduate education.

Serves as institutional representative to regional and national graduate education organizations.

### **Research Administration**

Oversees the campus' research administration functions, including oversight of the grants and contracts approval process, compliance of grants/contracts proposals with campus and university policy, dissemination of information on research support, and assistance of faculty and staff in efforts to seek external support for scholarly activities.

Serves as chair of Research Board and provides leadership in meeting the responsibilities of that committee.

Serves as Human Subjects Review Officer and Chair of the Institutional Review Board for the Protection of Human Subjects, including responsibility for processes related to human subjects review and dissemination of information on protection of human subjects.

Coordinates with other offices the administration of policies related to research integrity, including intellectual property, conflicts of commitment and interest, and academic integrity.

### **Other**

Represents the Provost & VCAA in all meetings and matters as requested.

Serves as Acting Provost & VCAA on his or her absence.

Performs other duties as assigned by VCAA.

Teaches 4 semester hours per academic year.