

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Associate Vice President for Research and
Special Programs

EEO CATEGORY: Administrative
JOB NUMBER: 0-3820
STATUS & GRADE: E-NC
DATE: 05/2006

DEPARTMENT: Office of Research and Special Programs

EDUCATIONAL & EXPERIENCE REQUIREMENTS: Earned doctorate or equivalent. Must have sufficient experience to have demonstrated success in scholarly productivity, teaching, and grantsmanship, and should possess strong interpersonal skills, and effective oral and written communication skills. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: As Associate Vice President for Research and Special Programs, the individual is responsible for stimulating and facilitating faculty-funded research efforts. The individual is also responsible for the coordination and oversight of those sponsored programs assigned to the Office of Research and Special Programs.

SUPERVISION GIVEN & RECEIVED: Supervises one or more employees engaged in the performance of technical, professional, and/or administrative work. Incumbent receives directions in major terms or objectives. Final results are appraised largely with respect to attachment of program objectives.

PRIMARY RESPONSIBILITIES: The incumbent is responsible for the overall management of the Research and Special Programs objectives for the University. Direct contact and guidance will take the form of the following but is not necessarily limited to these functions: serves as chair of related committees, reviews and approves proposals and programs; provides leadership and assistance in development and processing of proposals; represents the University to outside agencies and government entities, maintaining records and coordinating the development and implementation of joint programs; provides leadership and coordination in conjunction with academic deans to graduate programs of the university. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Involved with important contacts, such as, but not necessarily limited to: Department Heads, Deans, Vice President, Faculty, Committees, Texas Higher Education Coordinating Board, State, Regional, and National leaders, agencies, and organizations.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.