Vice Provost for Research at Brandeis University

Brandeis University in Waltham, Massachusetts invites applications and nominations for the position of Vice Provost for Research.

Brandeis University combines the faculty and resources of a world-class research institution with the intimacy and personal attention of a small liberal arts college. Its community of scholars is dedicated to the advancement of the humanities, arts and social, life and physical sciences. Brandeis affirms the importance of a broad and critical education in enriching the lives of students and is distinguished both by its undergraduate and graduate education programs.

The University is one of the 62 members of the American Association of Universities. During the fiscal year 2014, Brandeis University had research volume from a combination of sources totaling $61M in Federal and Non-Federal Grants and Federal Contracts. Brandeis University also counts among its 350 full time faculty seven American Academy of Arts and Science fellows, two members of the Institute of Medicine, National Academy of Science, five members of the National Academies, three Howard Hughes Medical Institute investigators, ten Fellows of the American Association for Advancement of Science, three Pulitzer Prize winners and two MacArthur Foundation “genius grant” recipients.

To further its mission as a research university, Brandeis seeks a creative and energetic individual, with demonstrated academic leadership experience, as its next Vice Provost for Research. The Vice Provost reports to the Provost and is responsible for promoting faculty and student research, managing units involved in grant solicitation and management, and regulatory compliance associated with research. The Vice Provost will also play a critical role in the integration of pre and post award into the Office of Research Administration.

The Vice Provost for Research provides leadership in promoting Brandeis’s research culture by increasing the visibility and the recognition of our faculty and students and by fostering an environment conducive to research and the creation of knowledge. The Vice Provost works closely with the academic deans and division heads to advance the quality of the research enterprise across campus. Several administrative units that directly support research at the University report to the Vice Provost.

Duties and Responsibilities:

- Represent the Academy in research initiatives
- Identify research/funding opportunities supporting major, cutting-edge programs
- Oversee the Office of Research Administration and Office of Technology Licensing and ensure that information about federal funding opportunities and regulatory issues are broadly communicated across campus
• Oversee research ethics and integrity, safety and compliance, including data security, human subjects, animal studies, select agents, conflict of interest, and the responsible conduct of research;
• Ensure effective infrastructure for the support of research and development and the dissemination of research results;
• Participate in the development and implementation of policies and procedures governing research across the Academy;
• Establish relationships with local, state and federal agencies (NSF, NIH, DoE, etc.) to identify possible funding streams and opportunities for faculty and other researchers;
• Liaise with the Office of Institutional Advancement staff to identify potential corporate and foundation funding opportunities for Brandeis scholars;
• Provide mentoring and oversight to the directors of centers and institutes who report to the Provost;
• Oversee the planned integration of the Office of Sponsored Programs Accounting into the research support team led by the Vice Provost for Research;
• Establish the hiring policies, processes and standards for Post-Doctoral candidates
• Communicate the state of the research enterprise internally and externally;
• Define and advocate for the resources necessary to maintain and grow the research enterprise;
• Other related duties as assigned by the Provost.

Desired skills and experience include:
• Senior leadership in a large research organization, preferably an academic institution;
• Record of having worked collaboratively in shared governance organizations and with faculty, staff and students;
• Success in effectively securing and structuring extramural funding;
• Ability to collaborate with deans, department chairs, and researchers to establish financially stable, exceptional research programs;
• Capacity to work with public and private groups who fund research and graduate education, including experience with Federal funding agencies;
• Ability to manage staff effectively;
• Excellent communication skills, including the ability to facilitate meetings;
• Excellent written and verbal communication skills;
• Knowledge of federal research, foundation and grant funding programs and processes;
• Commitment to promoting and maintaining diversity among faculty, staff and students.

Minimum Hiring Qualifications:
• Ph.D. (or equivalent professional degree) in Science or Social Science related areas;
• Experience in administration or leadership in a higher education setting;
• Knowledge and expertise in university research.

Anticipated start date: July 1, 2015
Review of applications will begin March 15, 2015 and will continue until the position is filled.

To Apply: Applicants should submit a current resume or curriculum vita; a detailed cover letter that addresses how their strengths and experience match the qualifications for the position; and the names, addresses, e-mails, and telephone numbers of three to five professional references. Candidates will be informed before references are contacted. Please submit inquiries, nominations and application materials to searchvpr@brandeis.edu.