

Undergraduate Research Program Director, Position Description (50% reassignment in fall and 50% reassignment in spring, with a \$5,000 academic year stipend and \$5,000 summer stipend). **This appointment will begin Spring Semester 2022.**

The Director reports to the Assistant Vice Chancellor for Student Diversity, Engagement & Success and has the primary responsibility for administering the Undergraduate Research Program (URP) with the goal of increasing undergraduate student participation in research experiences on campus, providing them with a variety of mentored research opportunities, encouraging and supporting faculty involvement in undergraduate research, and increasing the visibility of the program (and therefore, the UW-Whitewater campus). The Director administers URP grant competitions, workshops, student participation in research conferences and other presentation venues, and represents URP on campus, within the UW System, and in state and national undergraduate research organizations. The Director is also charged with managing the URP budget, program evaluation, strategic planning and coordinating URP with other relevant campus programs.

Program administration. The URP Director

- Appoints and supervises supporting personnel including the Associate Director (in consultation with the URP Council and the Assistant Vice Chancellor of Student Diversity, Engagement and Success), Academic Program Associate (in consultation with the Director of the University Honors Program and the Assistant Vice Chancellor of Student Diversity, Engagement and Success) and student workers
- Develops and manages the URP budget in consultation with the Assistant Vice Chancellor of Student Diversity, Engagement and Success and the Provost's Office
- Supervises program staff and expenditures (including hiring and purchases) to ensure that established UW-Whitewater and UW System policies are enforced (in consultation with other units on campus as necessary, such as the Office of Human Resources and Diversity and Office of Financial Services)
- Prepares and administers program evaluation plans (in collaboration with the Office of Institutional Research and other campus units as appropriate) and submits program annual reports
- Supervises the administration of the Research Apprenticeship Program (RAP, in collaboration with the associate director)
- Convenes regular meetings of the URP Council
- Develops workshops and professional training opportunities for URP students and faculty mentors (in collaboration with other campus units such as the LEARN Center, and the School of Graduate Studies and Continuing Education)
- Serves as the faculty advisor for the Student Undergraduate Research Organization and responsible for the annual SUFAC funding request
- Helps provide a vision and direction for URP in alignment with the Strategic Plan for the University and other campus initiatives, including actively working to broaden participation and promote engagement from diverse students across campus (in consultation with the Assistant Vice Chancellor of Student Diversity, Engagement and Success)

Grant Administration. The URP Director

- Coordinates with the URP Academic Program Associate and Associate Director(s) to disseminate call for URP grants, review submitted proposals, and supervise post award administration.
- Develops internal and external grant proposals to support existing and new URP funded programs, and coordinates these efforts with appropriate campus units (e.g., Office of Research and Sponsored Program, ORSP)
- Collaborates with faculty and the four academic colleges and the School of Graduate Studies and Continuing Education to expand current mentored research opportunities and develop new ones for students

Student Conference Participation and other Presentation Opportunities. The URP Director

- Supervises planning for the annual UW-Whitewater campus student research conferences
- Supervises planning for student participation in national and regional undergraduate research conferences (such as the National Conference on Undergraduate Research, Research in the Rotunda, and the UW System Symposium for Research and Creative Activities)
- Supervises planning for student participation in various presentation opportunities on campus (such as visits by UW Board of Regents, various College Advisory Boards, New Student Seminar courses, and various summer transition programs)
- Recommends to the Associate Dean of the College of Letters and Sciences and the Dean of the College of Business and Economics awards for the Letters & Sciences and Business & Economics Student Travel Awards, respectively
- Collaborates with other campus units, institutions and organizations as appropriate to develop additional student research presentation opportunities

Represents the Undergraduate Research Program. The URP Director

- Meets with UW-Whitewater faculty, departments, and student organizations to increase interest and awareness of URP opportunities
- Coordinates URP activities with other relevant UW-Whitewater programs such as ORSP, University Honors Program, King Chavez Program, McNair Scholars Program, and UW-Whitewater Foundation
- Serves as a representative of URP to external constituencies such as the UW System Board of Regents, the UW System Grants Administrators, the WI Council on Undergraduate Research (WisCUR) and the Council on Undergraduate Research (CUR, the Director is strongly encouraged to be an elected Councilor of CUR)
- Coordinates administration of the office and meeting space shared between the Undergraduate Research Program and University Honors Program and their affiliated student organizations (in collaboration with the Office of Facility Planning and Management as necessary, and in consultation with the Director of the University Honors Program and the Assistant Vice Chancellor of Student Diversity, Engagement and Success)

- Administers development of the URP website (in collaboration with iCIT and other campus units as necessary) and dissemination of other program materials (in collaboration/consultation with other campus units, such as University Marketing and Communications, as necessary)

Process for Nominating and Selecting the Director of Undergraduate Research

Appointments are for three years with a possibility to renew for a second term in consultation with the Assistant Vice Chancellor for Student Diversity, Engagement & Success and with the support of the relevant chair and dean.

Candidates for the director position should be faculty active in undergraduate research and have shown leadership in the Undergraduate Research Program or other relevant areas on campus. Other preferred qualifications include: Tenured status, strong support from Department Chair and College Dean, ability and commitment to complete the three-year term (such as lack of plans for taking sabbatical leave during the term of the Directorship, and lack of existing additional administrative, teaching, and/or research commitment(s) that would interfere with the duties of this position.

A complete application includes:

- a) A letter of interest that details research experiences, involvement with URP (e.g., mentorship, URP council member, etc.), ideas for bringing innovative practices to URP, and administrative experiences. (**2-page maximum**)
- b) Acknowledgement of support form signed by Department Chair and College Dean
- c) Abbreviated vita

A review panel, including the URP Director and Assistant Vice Chancellor for Student Diversity, Engagement & Success, evaluates the letters of interest and invites finalists for an interview. The Assistant Vice Chancellor for Student Diversity, Engagement & Success makes the final appointment after consultation with the appropriate Department Chair and Dean.

Interested candidates should send their application materials to URP@uww.edu. **Deadline October 18, 2021**