



CAL STATE
EAST BAY Rising in the East

Invites Applications and Nominations for the
Position of:

Associate Vice President of
Research and Sponsored
Programs

Greenwood/Asher
& ASSOCIATES, LLC

The Opportunity

Cal State East Bay (CSUEB) invites nominations and applications for individuals interested in an exciting leadership opportunity as Associate Vice President of Research and Sponsored Programs. Reporting to the Provost, the Associate Vice President oversees the Office of Research and Sponsored Programs; provides campus leadership focused on creating and supporting a diverse, equitable, and inclusive campus research, scholarly, and creative activity (RSCA) culture; actively supports faculty engaged in externally funded research and programs; informs campus decisions on equitable allocation of internal and external RSCA funding amongst faculty, students, and the broader university community; ensures accountability, compliance, and stewardship for the effective administration of grants and contracts; and, ensures that issues of institutional capacity, compliance, accountability, and infrastructure requirements are appropriately addressed.

The Position

The Associate Vice-President of Research and Sponsored Programs (AVP of RSP) is charged with: providing university-wide leadership and vision that promotes, builds, and facilitates institutional efforts to create and support a campus culture that prioritizes, supports, and values research, scholarship, and creative activities (RSCA) and student success, and in so doing advances diversity, equity, and inclusion; offering guidance, information, and technical assistance to faculty engaged in externally funded research, instruction, community service, and other scholarly activities; cultivating and fostering a culture to seek, obtain, and effectively make use of external RSCA funding amongst faculty, students, and the broader university community; ensuring accountability, compliance, and stewardship for the effective administration of grants and contracts; and liaising and collaborating with other divisions and administrative units to ensure that issues of institutional capacity, compliance, accountability, and infrastructure requirements are appropriately addressed, and to support attainment and maintenance of grant-funded software, equipment, space, or special facilities for RSCA.



Specific responsibilities include:

Fostering Campus Research Climate and Culture

To fulfill the university mission, the AVP of RSP fosters a campus climate and culture where research, scholarship, and creative activities are prioritized, valued, and supported across administrative units.

Some examples of specific responsibilities in this area include, but are not limited to:

- › Leading the development and improvement of campus-wide infrastructure and policies to support RSCA.
- › Working with the staff of ORSP, the Committee on Research (CR), and other appropriate campus entities to develop and execute a campus-wide mission plan and set of goals related to RSCA activities.
- › Growing and cultivating ORSP staff and resources.
- › Leading discussions and fostering collaborations regarding RSCA in all disciplines by promoting seminars, symposia, workshops, and/or competitions.
- › Facilitating the cultivation, maintenance, and iterative improvement of student research opportunities led by the Director of the Center for Student Research (CSR).
- › Fostering and monitoring the creation and growth of university research centers and institutes.
- › Liaising and collaborating with other divisions and administrative units to improve operational excellence, communication, and coordination in university operations related to administration and execution of RSCA.
- › Working with the staff of ORSP, CR, and other appropriate campus entities to develop, support, and manage internal RSCA funding opportunities.



Cultivating and Supporting External Funding Efforts

The AVP of RSP builds campus-wide support and leads initiatives, discussions and efforts to create, sustain, and expand the role of externally funded research as part of the institution's overall mission.

Some examples of specific responsibilities in this area include, but are not limited to:

- › Leading the efforts to seek and develop institutional grants.
- › Assisting in the establishment of new CSU, UC, and other community partnerships and collaborations.
- › Working to improve and build campus-wide infrastructure and policies to support RSCA grants at all levels.
- › Cultivating, maintaining, promoting, and iteratively improving a culture to seek, obtain, and execute external RSCA funding amongst faculty, students, and the broader university community.

- › Working with the staff of ORSP, the CR, and other appropriate campus entities to craft and disseminate communications related to securing and managing externally funded RSCA.
- › Liaising and collaborating with the Office of University Advancement on the development and stewardship of grants and other externally funded programs through the entire grant life cycle.

Research and Sponsored Programs Administration

The AVP of RSP seeks to maximize campus-wide opportunities to secure grants and contracts, and sets the direction, and oversees the work of ORSP. This includes ensuring that faculty are supported through the grant life cycle and that grants and contracts are processed in a timely fashion with the utmost attention paid to detail, accuracy of work, and compliance with all applicable regulations, policies, and procedures.



Some examples of specific responsibilities in this area include, but are not limited to:

- › Serving as the institution's authorized organizational representative (AOR).
- › Leading the Director of Compliance and Standards in the review of grants at all cycles of review for potential issues and/or liabilities.
- › Collaborating with the Office of University Advancement on the identification, management, and review of awards (both potential and actual) administered by ORSP.
- › Executing fiscal responsibility for ORSP funds.
- › Liaising and collaborating with the Offices of Risk Management (and other relevant campus offices) on RSCA relevant audits.

Knowledge, Skills, and Abilities

- › Have an interdisciplinary approach to RSCA oversight.
- › Prior experience and success overseeing multidisciplinary RSCA programs.
- › Knowledgeable about RSCA best practices and student engagement in RSCA as a high-impact practice.
- › Knowledge of the research life cycle and faculty needs in a university setting.
- › Commitment to building, advancing, and supporting a world-class research enterprise.

- › Prior experience and success submitting for and administering grant-funded research.
- › Ability to manage and administer policies and procedures related to compliance and ethical and responsible conduct of research.
- › Demonstrated ability to resolve issues raised in research-related enforcement inspections and/or governmental audits.
- › Demonstrated commitment to diversity, equity, and inclusion.
- › Demonstrated ability to support diverse groups of RSCA faculty and students.
- › Demonstrated ability to support a diverse group of office staff.
- › Familiarity with teaching-intensive universities and the unique challenges such universities pose for RSCA faculty and students.
- › Ability to lead, manage, and monitor progress by setting measurable goals and objectives aligned with the institutional mission and motivating and influencing others to achieve the targets set by the goals and objectives.
- › Expert skills in organizational management, supervision, systems planning, and project management within a changing institutional environment.
- › Effective communication skills.
- › Demonstrated ability to establish trust and credibility, and to collaborate with multiple stakeholders.

Required Qualifications

- › Terminal degree in the applicant's respective discipline from an accredited institution
- › Previous experience with research administration at a university or research institution
- › Previous and significant research experience as a principal investigator
- › Knowledge and experience in research compliance requirements and management
- › Commitment to diversity, equity, and inclusion
- › Effective leadership and management skills and abilities



Faculty applicants, currently holding a tenured position at their institution, will receive consideration for retreat rights with tenure.

About Cal State East Bay

Cal State East Bay, one of the 23 California State Universities, consists of a 342 acre campus in the Hayward hills, overlooking the San Francisco Bay, a campus in Concord, a robust online education program, and a center in downtown Oakland. The university serves a diverse, multi-cultural population of over 12,000 students drawn largely from regional community colleges and high schools. Cal State East Bay's four colleges offer more than 100 fields of study, with the academic support, faculty advising and career development services to open to a world of possibilities.



The colleges include:

- › College of Education and Allied Studies
- › College of Letters, Arts, and Social Science
- › College of Business and Economics
- › College of Science

Mission

Cal State East Bay welcomes and supports a diverse student body with academically rich, culturally relevant learning experiences which prepare students to apply their education to meaningful lifework, and to be socially responsible contributors to society. Through its educational programs and activities, the university strives to meet the educational needs and to contribute to the vitality of the East Bay, the state, the nation, and global communities.

Strategic Commitments

Cal State East Bay takes pride in its eight shared strategic commitments, which express the university's values and aspirations:

- › Reinforce academic quality through open-minded inquiry, innovative teaching, engaged learning, and distinguished scholarship
- › Enhance inclusive campus, responding to the backgrounds and interests of their diverse community and promoting their academic, professional, and personal development

- › Serve students first, by expanding access and enhancing each student’s educational experience and prospects for success as a graduate and life-long learner
- › Foster a vibrant community through enriched student services and student life that support student engagement and learning
- › Contribute to a sustainable planet through our academic programs, university operations, and individual behavior
- › Continuously improve their efficiency, transparency, and accountability while practicing mutual respect, responsiveness, and collaboration across the university
- › Support the civic, cultural, and economic life of all communities in the regions they serve through partnerships that promote education and social responsibility
- › Demonstrate their continuing record of leadership and innovation in higher education, focused on 21st-century skills, including science, technology, engineering, and mathematics (STEM)

Diversity:

- › Ranked #1 with “Best Colleges” for ethnic diversity in regional universities of the West (*U.S. News & World Report 2018*)
- › Ranked #3 for 2018 Most Diverse Public Institution in the Continental U.S. with the *Chronicle of Higher Education*

Students:

- › Enrollment: 10,397
- › 1,339 graduate students
- › 40% male
- › 60% female

Financial Aid:

- › 72% of students awarded financial aid
- › 43% of students received Pell Grants

Accreditation

Cal State East Bay receives their institutional accreditation by the Western Association of Schools and Colleges Senior College and University Commission, commonly referred to as WASC.

Accolades:

- › Ranked #23 with the *Princeton Review* for 2018 Best Business Schools
- › Ranked #80 in the *Best Colleges* in Regional Universities West 2020 edition

About the Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) exists to help faculty and staff apply for and secure external funds in support of their creative ideas and professional interests. The office provides guidance, information, and technical assistance to faculty engaged in externally funded research, instruction, community service and other scholarly activity. In accomplishing this mission, ORSP ensures accountability, compliance and stewardship for sponsored programs as directed by the values of our campus and by all applicable Federal, State, and University policies, procedures, and regulations.

ORSP is a full-service department that is knowledgeable in all phases of pre- and post-award policies and procedures and available to assist during the entire life of the project. Assistance is available from the conceptual development of a project, to identifying potential funding sources, writing, and submitting a proposal, developing the budget, and identifying any cost share, negotiating an award, implementing, and managing an awarded project, monitoring for CSUEB and sponsor compliance, and ending with overseeing all requirements for the official close of a project. ORSP belongs to a network of various university divisions and departments (including the CSUEB Foundation), who work together as a team to deliver exceptional service to any individual or group pursuing external funding.

Academic Affairs Department

The Office of the Provost and Vice President for Academic Affairs is the academic nerve-center of Cal State East Bay. Reporting to the provost are the four colleges, the Concord Campus, University Extension, the Libraries, Research and Sponsored Programs, the Academic Senate, Academic Programs and Graduate Studies, Undergraduate Studies, General Education, and Faculty and Student Support Services.

The Office of the Provost is responsible for ensuring the quality of our students' education and that our faculty and staff have the tools they need to create a successful learning experience. Major initiatives in Academic Affairs include: enhancing Science, Technology, Engineering, and Mathematics (STEM) education; assisting students to graduate in a timely manner; and performing outreach that lifts the community toward educational quality.

The City of Hayward

Hayward, California is located in the East Bay of the San Francisco Bay Area, approximately a half hour southeast of San Francisco, and 20 minutes southeast of Oakland. Hayward is part of the San Francisco-



Oakland-Fremont metropolitan area. Hayward has easy access to all the arts, cultural and entertainment offerings of the Bay Area. Hayward is ranked number three as being a city with most ethnically and linguistic diversity.

Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, Inc. is assisting California State University, East Bay in this search. Applications and nominations are now being accepted. For a full application package, please include a cover letter, CV, and list of five references. Confidential inquiries and nominations should be directed to Greenwood/Asher and Associates. Applications should be submitted to www.csueastbay.edu/jobs. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected; furthermore, a background check will be performed on the selected candidate. Initial screening of applications will begin on June 10, 2021 and will continue until an appointment is made.

Betty Turner Asher, Founder, Greenwood/Asher & Associates; Vice President &
Managing Partner, Kelly

Shelley Sullivan Feather, Senior Executive Search Consultant and Library Practice
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Cal State East Bay hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work in accordance with the provisions of the Immigration Reform and Control Act. A background check (including a criminal records check and prior employment verification) must be completed and cleared prior to the start of employment.

As an Equal Opportunity Employer, CSUEB does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.