

SEARCH PROFILE:

ASSISTANT VICE CHANCELLOR
FOR RESEARCH ADMINISTRATION



UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

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The University of North Carolina at Charlotte (UNC Charlotte) invites inquiries, nominations, and applications for the position of Assistant Vice Chancellor for Research Administration (AVCRA). The AVCRA will play a pivotal role in overseeing and guiding the comprehensive research administration functions within the Division of Research to support UNC Charlotte's research mission to amplify research in all its forms. As a member of the Division of Research senior leadership team, the AVCRA will orchestrate the Division of Research offices responsible for positioning and assisting faculty researchers and partners in the pursuit and management of all internal and external funding including proposals, submissions, and sponsored projects management.

The expected start date is July 1, 2025.



ABOUT THE UNIVERSITY OF NORTH CAROLINA CHARLOTTE

The University is a world-class research institution located in the heart of Charlotte, one of the country's rapidly developing and most diverse cities. Enrollment exceeds 31,000 students – making it the third largest university in the UNC System, and the fastest growing. Between its nine academic colleges, UNC Charlotte offers 77 bachelor degree programs, 65 master's programs, and 24 doctoral programs. The University is proud to have 1,019 committed faculty among two campus locations – a main 1,000-acre campus in Charlotte's "University Area" and a campus near the city center called the Dubois Center at UNC Charlotte Center City. Both campuses sit along and near the Charlotte Area Transit System light rail, answering the commitment to making higher education accessible.

UNC Charlotte's research is at the forefront of solving complex societal challenges, supporting industries and communities, and cultivating talent to meet critical workforce needs. With 272% growth in research expenditures over the past decade and a record \$243 million active grants and contracts portfolio, UNC Charlotte's faculty, staff, students, and industry partners are conducting critical research and producing a wide range of innovative discoveries and new technologies with local to global impact.

Research & Innovation

PROJECTED CARNEGIE R1 CLASSIFICATION IN EARLY 2025

- **\$92 million** spent on research in FY 2023, a 272% increase over the past decade
- **Ranks #7** in the U.S. for patents filed per million dollars in research funding (AUTM, 2023)
- **\$220 million** in active grant profile (July 2024)
- **65** Charlotte faculty lead initiatives with \$1 million or more in active external funding



THE DIVISION OF RESEARCH

The [Division of Research](#) is committed to supporting, accelerating, and disseminating the development of transformational solutions to society's greatest challenges by supporting campus researchers in their work – from developing winning proposals, identifying and supporting faculty-industry research partnerships, encouraging interdisciplinary inquiry, fostering community-engaged scholarship, serving as Charlotte's innovation engine, developing the next generation of thoughtful, talented and visionary researchers, ensuring compliance at every level

of the research journey, and managing UNC Charlotte's robust and growing research portfolio.

As outlined in [The Research Shaping What's Next: UNC Charlotte's Research Strategic Plan 2022-2032 \(RSWN\)](#), UNC Charlotte has set a bold vision for world-class research and innovation. The Division of Research, through its six Units and Offices, is poised to meet and exceed the vision through robust partnerships, and student access and success.



THE LEADERSHIP OPPORTUNITY

The AVCRA reports directly to the Associate Vice Chancellor for Research and plays a lead role in supporting and accomplishing the University's strategic plan by overseeing and managing the comprehensive research administration functions within the Division of Research.

Under the Associate Vice Chancellor's direction, the AVCRA oversees and directs the [Office of Research Services \(ORS\)](#) and the [Office of Sponsored Projects Administration \(OSPA\)](#), supervising 4 direct reports who oversee approximately 43 staff members, and responsible for staffing and employee development. ORS and OSPA are responsible for the management of pre- and post-award grant administration; contract negotiation, facilitating faculty and staff participation in extramural grant seeking; fiduciary responsibility to all external funding agencies and in compliance with state and federal guidelines; ensuring appropriate use of extramural funds; and maintenance of the University's reputation and integrity.

The AVCRA will provide leadership, strategic and visionary direction for ORS and the OSPA as well as oversee the fiscal and non-fiscal management and administration of externally funded programs, including implementation of policies and organizational management. The AVCRA will lead efforts to provide

the highest level of support for the University research community by developing streamlined and transparent processes for research administration; fostering a culture of problem-solving and teamwork; advancing professional development and mentoring opportunities for research support professionals. The AVCRA will work with the ORS and OSPA management teams to develop and fine-tune internal systems and procedures to promote efficiency in workflow, including procedures related to automated processes to minimize duplication and manual processes.

Among the **key priorities** for the new AVCRA will be:

- Driving continuous improvements in the quality and effectiveness of administrative services provided to the campus.
- Developing and leading strategic planning initiatives to anticipate and respond to the rapidly changing federal regulatory climate with its increased emphasis on compliance and documentation.
- Formulating and implementing new processes and policies required by changes in the federal and/or state regulatory environments, and changes in research and sponsored business processes and policies to enhance service; monitor activities with appropriate metrics and evaluation techniques; and continuously assess performance and make improvements.

THE LEADERSHIP OPPORTUNITY (CONT.)

- Partnering with other offices in the Division of Research (Center for Research Excellence, Office of Research Protections and Integrity, and Office of Research Commercialization and Partnerships).
- Maintaining a strong working knowledge of external sponsor regulations and function as a liaison at the national level by participating in national and regional forums for policy discussions and dissemination of best practices. Remaining abreast of current federal regulations and pending changes, Federal Acquisition Regulations, Code of Federal Regulations, and Cost Accounting Standards.
- Directing the preparation of F&A proposals and fringe benefit rate proposals and negotiating with the cognizant federal agency.
- Facilitating discussions between faculty principal investigators, colleges, departments, and external funding agencies to interpret and communicate policies and procedures or specific agreement terms for institutional implementation.
- Establishing and maintaining positive, effective relationships with faculty and staff, all units within the Division of Research, sponsor agencies, sponsored program staff at UNC, the UNC System Office, and non-UNC System campuses, as well as with those outside North Carolina and the United States to facilitate the work of research administration at the University.



SUMMARY OF POSITION RESPONSIBILITIES

- Provides leadership, strategic vision/oversight and overall operational management of four units in the Division of Research: Pre-award, Contracting, Post-award Management and the Office of Sponsored Projects Administration; oversight includes four units with four direct reports with 40+ research administration professionals
- Improves compliance and creates administrative systems that meet external funding requirements
- Approves applications for external support
- Assures compliance of grant activities with federal, grant agency, and university policies; collaborates closely with the Director of the Center for Research Excellence to grow the University Sponsored programs portfolio and develop faculty skills in grant seeking, writing, and management
- Supervises and directs office staff, providing opportunity for training and professional development necessary to conduct the functions of the offices in an effective and efficient manner
- Develops, recommends, and/or implements policies and procedures for the administration of contracts and grants, including the submission of applications, acceptance of awards, monitoring of project activities and expenditures, preparation of financial reports, and compliance with sponsor and university policies
- Represents the University to external organizations and agencies and serves as a liaison with these groups
- Works with appropriate University groups and individuals in evaluating research and development goals, objectives, and programs
- Maintains strong, positive relationships with faculty and staff, college-based research offices, all units within the Division of Research, sponsor agencies, sponsored program staff at the UNC System Office, and non-UNC System campuses as well as with those outside North Carolina and the United States to facilitate the work of research administration at the University
- Remains abreast of current trends and policy changes relating to external funding and participates in related national and regional conferences and meetings
- Actively participates in selecting university and division committees
- Works cooperatively with system level administration, as well as campus Vice Chancellors, Deans, Associate Deans for Research, Department Chairs, Center/Institute/Office Directors, committees, Internal Audit, and research faculty and staff; maintains open communication with respect to sponsored projects requirements, policies, procedures, and issues
- Develops and implements appropriate campus policies, procedures, and practices to ensure compliance with research and sponsor/project financial and administrative management requirements
- Maintains open and effective communication and coordination with other offices in the Division of Research, Office of Legal Affairs, Financial Services, and Business Services offices
- Appreciates the role of faculty and staff in a university research environment, and utilizes his/her technical knowledge of laws, rules, regulations, and institutional policies and procedures to maximize productivity and success while complying with all applicable regulations
- Provides leadership and coordinates efforts with external research regulatory agencies and research sponsors (federal, industry, non-profit)
- Promotes good teamwork/coordination among university compliance offices to improve service to researchers while ensuring regulatory and fiscal compliance
- Assists the institution in minimizing legal and fiscal compliance risks related to research administration and sponsored projects activities by implementing sound business management practices
- Ensures follow-up on any audit findings related to research administration and sponsored projects administration
- Produces relevant internal reports and coordinates on analytics for the research enterprise





QUALIFICATIONS

MINIMUM EDUCATION AND EXPERIENCE

Master's degree and extensive experience in research and sponsored projects administration in a higher education setting.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience in research administration at an R1 university strongly preferred
- Demonstrated expertise in post-award processes, contracts, and regulations,
- Management experience that includes post-award
- Experience with shared services models in research administration
- A minimum of 10 years of progressive experiences across the full grants, contracts and sponsored programs life cycle
- Strong leadership, entrepreneurship, and administration skills
- Demonstrated research administration excellence through professional activity
- Extensive knowledge of the principles and practices of research administration in a university setting and the ability to plan and direct the work of others
- Strong inter- and intrapersonal skills, oral and written
- Ability to establish and maintain effective working relationships with multiple stakeholders, internally and externally
- Ability to quickly gain a thorough knowledge of university budgeting and accounting principles and practices and personnel management practices

- Strong familiarity with federal and private research funding and ability to analyze, interpret, and implement policy guidelines and exercise judgment, discretion, and initiative in the development of a wide range of administrative policies and procedures
- Demonstrated extensive knowledge of federal regulations relevant to university sponsored programs, and experience negotiating awards and industry contracts
- Experience working with large, enterprise-wide financial and reporting systems, including experience in negotiation of F&A and fringe rate proposals with cognizant federal agency
- Experience working in a legal and financial compliance/audit environment at an institutional/enterprise level
- Experience in educating, communicating with, and supporting researchers and staff in an academic environment
- Experience in leadership, policy development, and oversight role at an institutional level.

PREFERRED CERTIFICATIONS/LICENSES

- Certified Research Administrator (CRA) Certification
- National Council of Research Administrators (NCURA) Membership
- Society of Research Administrators International (SRA) Membership



APPLICATIONS, INQUIRES, AND NOMINATIONS

Academic Search is assisting the University of North Carolina Charlotte in this search. Nominators and prospective candidates may arrange a confidential conversation about this exciting opportunity with one of the two senior consultants: Dr. Cynthia Patterson at Cynthia.Patterson@academicsearch.org or Dr. Maria Thompson at Maria.Thompson@academicsearch.org.

To apply, a candidate should submit the following (in 3 separate PDF documents) to UNCC-AVCRA@academicsearch.org:

- A letter of intent addressing how the candidate's experiences match the position requirements outlined in this profile.
- A current CV/resume.
- Contact information for at least five professional references, including email addresses and a brief note on the candidate's working relationship with each. References will not be contacted without the prior knowledge and approval of the candidate and at a later stage in the search.

Applications will be reviewed upon receipt—the position will remain open until filled.

When submitting a nomination, please send the nominee's full name, position, institution, and email address to UNCC-AVCRA@academicsearch.org.

As an EOE/AA employer and an ADVANCE institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained, the University of North Carolina at Charlotte encourages applications from all underrepresented groups. The candidate chosen for this position will be required to provide an official transcript of their highest earned degree and submit to a criminal background check.

ABOUT ACADEMIC SEARCH

Academic Search is assisting the University of North Carolina Charlotte in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

