

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
POSITION DESCRIPTION**

OFFICIAL JOB TITLE: Chief Research Officer

DIVISION: Academic Affairs

DEPARTMENT: Office of the Provost

BARGAINING UNIT STATUS: Non-Unit

FLSA STATUS: Exempt

EEO STATUS: 1.1

JOB CODE: 023

REPORTS TO: Provost and Vice Chancellor for Academic Affairs

SUPERVISES: Offices of Research Administration, Institutional Ethics & Compliance, Research Development, Office of Undergraduate Research and Technology Commercialization and Ventures

SUMMARY PURPOSE OF POSITION:

The Chief Research Officer (CRO) provides senior-level leadership in advancing the university's research mission and overseeing the activity of the Office of Research & Innovation. The CRO will be responsible for promoting the growth of all research, scholarship and creative work across the colleges and schools, developing excellent relationships with university stakeholders, government, business and industry, granting agencies and other external partners, and ensuring university compliance with all state and federal regulations and policies pertaining to research. Exceptionally high degrees of confidentiality and discretion are required in this position. As such, the incumbent is a confidential employee as defined in M.G.L. Chapter 150E, Section 1.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Provide leadership, in collaboration with the Provost and the Deans, to expand the university's research enterprise. This will include identifying promising research areas; building clusters of faculty strength in those areas; assisting with proposal development and matching funds; taking the lead in coordinating research laboratory and studio space development and allocation in consultation with the Provost, Deans of the colleges and schools, and providing administrative support to compete effectively for and manage external funding.
- Assist faculty in the preparation and submission of research proposals and contracts;
- Bolster the research profile of the campus in reputation, funding received, establishing core research facilities and diversity of funding sources;
- Enhance the intellectual property position and technology transfer functions of the university;
- Spur innovation to support technology commercialization and incubation;
- Facilitate intramural seed funding program and pursue high-impact extramural multidisciplinary as well as multi-institutional opportunities;
- Assist faculty with establishing research collaborations and allocation of research space;
- Oversee research centers and research compliance;
- Oversee the management of research, grant, and contract accounts;
- Review current policies impacting research, researchers, research space, research misconduct, export control, and intellectual property, and develop new policies as appropriate;
- Work with undergraduate colleges to grow and advance undergraduate research opportunities, research-related programming, and related initiatives;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: An earned doctorate or equivalent from an accredited college or university.

EXPERIENCE: The successful candidate will possess a substantial record of progressively effective senior leadership and management experience within higher education. The CRO will also possess strong communication skills, a track record of effective relationships with faculty, staff, administrators, and students, and a demonstrated ability to establish and achieve goals within collective bargaining and shared governance.

frameworks. S/he will possess a knowledge and understanding for research and scholarly achievement across a broad spectrum of fields.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Prior active research and scholarship program that intersected with the regulated aspects of scholarship
- Past success in facilitating research (e.g., of a large research group), developing partnerships, and addressing the administrative support needs of the research community
- Skill as a successful team builder, fostering decision-making while rewarding innovation and productivity;
- Ability to mentor emerging faculty leaders while affording new opportunities for senior faculty;
- Success in effectively aligning and managing resources to reflect institutional priorities by managing budgets and leading strategic planning;

ENVIRONMENTAL DEMANDS

- Work generally performed in an office.
- Frequent work performed with other people.
- Frequent interactions with staff and managers.

PHYSICAL REQUIREMENTS

Physical Activity	Frequency
Sitting	Frequent
Walking	Occasional
Climbing Stairs	Occasional
Crouching/Bending/Stooping	Occasional
Reaching	Occasional
Grasping	Occasional
Pushing/Pulling	Constant
Near Vision	Constant
Far Vision	Constant
Talking	Rare
Smell	Occasional
Lifting/Carrying (20 lbs.)	Occasional
Travel	

Frequency Key (hours per day): Never = 0 hours; Rare = up to 1 hour; Occasional= 1 to 3 hours; Frequent = 3 to 6 hours; Constant; 6 to 7½ hours.

TOOLS AND EQUIPMENT USED

- Standard office machines and equipment
- Telephone
- Personal Computer