

Responsibilities of the Office of Research & Graduate Studies (ORGS)

Dean of Graduate Studies

- **Provides leadership for graduate education by**
 - overseeing and coordinating all graduate programs and graduate certificates
 - working in partnership with the colleges and all relevant offices within Academic Affairs to achieve the University's mission in graduate education
- **Administers the academic processes and events within the Office of Graduate Studies, including**
 - the recruitment of graduate students
 - the graduate application and admission process
 - approval and monitoring of students' Programs of Study, student completion of comprehensive examinations, research requirements (i.e., thesis), graduation, scholastic actions, grievances, appeals, and permissions
- **Facilitates and approves appointments of graduate assistantships and initial training of teaching assistants**
- **Leads the growth and development of the graduate programs by**
 - coordinating the work of the Faculty Senate Graduate Affairs Team and its subcommittees
 - overseeing the review and approval of graduate-level course curricular changes, new graduate program approvals, graduate faculty appointments, and policy development and implementation

Associate Vice President for Research

- Promotes and stimulates academic research working in collaboration with the Provost's Office, College Deans and faculty
- Coordinates the work various committees of the Faculty, including monitoring the associated University awards recommended by these committees
- Oversees and coordinates responsibilities of the Institutional Animal Care and Use Committee (IACUC), the Institutional Review Board (IRB) for the Protection of Human Participants, and the University Intellectual Property Committee and serves as liaison for patent applications and intellectual property issues
- Represents the University by serving as the Institutional Official (IO) for research and compliance issues to various federal agencies, including research misconduct (Office of Research Integrity, Public Health Service), animal care and use (United States Department of Agriculture and the Public Health Service), bio-safety compliance (National Institutes of Health), radiation safety (Nuclear Regulatory Commission), research using human subjects (OHRP), and export control
- Administers and oversees various strategies for research enhancement, including the Research Development fund providing matching equipment funding on external grants, the Provost's Research Initiative, and other research initiatives

Other Duties

- Manages the data reporting, budgets, financial affairs and supervises personnel for the Office of Research/Sponsored Programs and Graduate Studies
- Serves on various internal and external committees as directed by the Provost
- Promotes a positive image and maintains effective relationships for the Office of the Provost by representing the Provost at various meetings, communicating with University administrators, faculty, staff, and students in matters related to academic affairs, and leading or serving on selected University committees and task forces
- Ensures that miscellaneous assignments related to academic affairs are completed in the best interest of the University by accepting and accomplishing tasks which are delegated by the Provost