

View Update Position Summary**Current Title**

Classification title: Vice President for Research and Development

Title Code: 9262

FLSA:

Job Category: Staff

Minimum Salary (Applicant View):

Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge,
Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) - List name and level of certification (s)/license(s):

Position Details

Employee First Name: Willie

Employee Last Name: Trotty

Employee UIN: 102008114

Classification title: Vice President for Research and Development

PIN #: 03650
If PIN # does not exist, please type in NEW.

Title Code: 9262

FLSA:

Job Category: Staff

Minimum Salary (Applicant View):

Salary Range: Not Specified

College/Division or Department: Research and Development

Location: Drew Complex
Room 205

Primary Purpose of Position: The Vice President is responsible for planning, implementing and assessing strategies to foster the further development of major strategies and multi disciplinary research and to enhance research administration. Coordinates the planning, implementing and assessment of strategies to foster development of Institutional Advancement.

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)

Minimum Education Requirements: Terminal Degree

Area of Study:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Grants management, proposal development and Federal and State principles of compliance and certification.

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

5-7 years of related experience

Preferred Experience Requirements:

Ph.D. Degree and eligibility for appointment to an academic department.

From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.)

5 to 7 years

After starting the job, how much on-the-job training does it take to learn the job?

6 months to 1 year

Type of on-the-job-training:

Interacting with departments and centers regarding funding proposals and grant opportunities

Required Computer/Software Skills:

MS Office Suite

Other Required Skills:

Experience in research administration, grant management and institutional advancement. Knowledge of research and development policies and procedures.

Verbal Skills:

Excellent

Written Skills:

Excellent

Computer Skills:

Excellent

Department:

Presidents Office

Creator:

Mary Smith

Creator's Phone/Extension:

2111

Creator's PVAMU Email:

mesmith@pvamu.edu

Supervisor's Name:

George Wright

Supervisor's Title:

President

Supervisor's Phone/Extension:

2111

Supervisor's PVAMU Email:

gcwright@pvamu.edu

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Hodge, Mary Lee
Smith, Mary

Request number:

(Will be assigned upon first saving position)

001228

Job DutiesPercent of Duty Total: **100****5 Records**

% of Time	Responsibility / Duty	Essential Function
30	Supervising the Director of Alumni Affairs, the Director of Development, the Director of Research and the Directors of selected research centers.	Essential
20	Planning, implementing and assessing strategies to foster major strategic and interdisciplinary research.	Essential
20	Promote constructive interaction among colleges, existing and emerging research consortia identifying research and sponsored programs priorities.	Essential
20	Serves as University spokesperson and advocate for research, sponsored programs and development.	Essential
10	Performs other duties as assigned. Will serve as the Accountable Property Officer for the Office of Research and Development and will perform all responsibilities as required.	Essential

Competencies & Relationships

Independent Judgment/Problem Solving:	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
Impact of Decisions: Inside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact within the department:	Works with the department on alumni issues, research and development issues. Advises staff on general work guidelines
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the department:	Works with departments related to research and development. Helps develop proposals for funding requests.
Impact of Decisions: Outside University	Major
For this position, briefly describe examples of your typical and key decisions that have impact outside the University:	Reports and proposals are submitted in a timely manner to reporting agencies. Ensures compliance with applicable policies and local, state and federal requirements.
Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?	Director of more than one department
Click Here for definitions.	
List number of students that directly report to this position:	0
List number of employees that directly report to this position:	10
List number of students that indirectly report to this position:	5
List number of employees that indirectly report to this position:	10
If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:	<ul style="list-style-type: none"> Recruits, screens, and interviews candidates Approves candidates for hire Conducts training of others Conducts performance appraisals Recommends salary actions Recommends termination of employees Recommends candidates for hire Assigns tasks or responsibilities to others Monitors work performance Administers disciplinary action Approves salary actions Approves termination of employees
Personal/Organizational Contacts:	High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.
If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.	Contacts with all departments, alumni, community, Texas A&M University System Administration, Texas A&M Board of Regents, Governmental Regulatory Boards, Representatives and Senators.
List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.	
Customer Service Relationships:	<p>Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.</p> <p>Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is</p>

Work Complexity: substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility: Responsible for all grant/research requests to agencies for support.

Does this position have responsibility for budget, revenues, and/or expenditures? Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process. Approves all budgets for alumni relations, development and research. Works with the directors in establishing the budget needs for this unit.

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed? Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)? Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees). Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Executive:

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Working/Env Conditions

Working Conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Briefly describe examples of the typical work environment: Office

Typical Physical Demand: Position requires light physical activity.

Describe the normal physically

demanding activities of the position and the approximate amount of time spent during a working day performing these activities: Writing and developing policy. review grants and proposals.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): 8-5 Monday through Friday

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** Attendance at A&M System meetings and legislative meetings. Will need to travel to meetings and be available at any time for requests from these outside entities.

Do the duties described in this questionnaire generally require travel outside the area? Yes

If yes, please explain the purpose and the frequency of the travel: Will need to attend monthly meetings with system officials and governmental officials regarding research and grant funding opportunities.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Personal Computer (6-8 hours)
Phone (2 hours)

Justification

Justification for Position: This is a high level senior administrative position with planning, coordination and oversight responsibilities for the development of major strategies and multi disciplinary research activities.

Budget Information

Dates of Employment - From: 09/01/2006

Dates of Employment - To: 08/31/2007

Ad Loc. Acct. No.: 110100

Funding Acct. Number(s): 110800

Funding Acct. Title(s): VP for Research and Development

Employment Type: Regular F/T

Project Number: (For grant funded positions only) n/a

If Employment Type above is Grant-Funded, what is the duration in years of this position? n/a

Number of hours worked per week: 40

Type of Position: A&P

Percent Effort by Employee: 100

Budget Comments: (For Budget/OSP Office Only) 8/27/2007-Please include multiple funding sources.

Comments

Hiring Authority Comments:

Dean/Director Comments:

HR Comments:

VPBA Comments:

Area VP Comments:

Pre-Approver Comments:

HR Use Only

Internal HR notes (only HR users can view this page):

Internal EEO Notes:

Action History

08-15-2007 11:38 AM	Mary Smith
<i>Action Saved Not Submitted</i>	
08-15-2007 12:14 PM	Mary Smith
<i>Action Saved Not Submitted</i>	
08-15-2007 12:37 PM	Mary Smith
<i>Action Saved Not Submitted</i>	
08-15-2007 12:41 PM	Mary Smith
<i>Action Saved Not Submitted</i>	
08-15-2007 12:53 PM	Mary Smith
<i>Action Saved Not Submitted</i>	
08-15-2007 1:06 PM	Mary Smith
<i>Action Saved Not Submitted</i>	
08-15-2007 1:07 PM	Mary Smith
<i>Action Submitted to Mgr/Dept Head</i>	
08-15-2007 1:09 PM	Mary Smith
<i>Action Submitted to Dean/Director</i>	
08-15-2007 1:10 PM	Mary Smith
<i>Action Submitted to Area Pre-Approver</i>	
08-15-2007 1:11 PM	Mary Smith
<i>Action Submitted to Area VP</i>	
08-17-2007 11:58 AM	Mary Lee Hodge
<i>Action Submitted to Budget</i>	
08-27-2007 9:37 PM	Betty Ricks
<i>Action Submitted for Final HR Review</i>	
02-11-2008 4:44 PM	Elmary Wells
<i>All Approvals Obtained (Position Description Updated)</i>	