Provost Fellow for Research

The Office of the Provost invites applications for a Provost Fellow, to commence during the 2021-2022 academic year. This opportunity provides outstanding faculty with leadership experiences at the University level while applying their expertise to advance the goals of Villanova. The Provost Fellow works directly with the Vice Provost for Research, making meaningful contributions to research-related programs while supporting strategic initiatives at the University level.

ROLE

The Provost Fellow for Research will partner with the Vice Provost for Research on university-wide research-related initiatives, program administration and development, and implementation of the University strategic plan. The Provost Fellow will engage in policy and process development, program administration (e.g. University Summer Grant program), budget planning, data analysis, stakeholder engagement, and communication. This role also provides a key professional development opportunity for faculty interested in senior leadership roles. Funding will be available for professional development activities such as conference attendance, leadership training, etc.

APPOINTMENT

Upon appointment (to begin during Fall 2021), the Fellow’s responsibilities will continue through August 2022, with the role renewable to three years. Upon mutual agreement of the Fellow and Office of the Provost, the Fellow will receive either a one-course teaching load reduction per semester, or a stipend. Part-time summer engagement is expected and will be compensated by a summer stipend.

ELIGIBILITY

Full-time tenured faculty members are eligible to apply.

APPLICATION

Please include the following in a single PDF file, emailed to vpr@villanova.edu no later than September 24, 2021.

- Letter from the applicant (maximum two pages) summarizing interest in role, capacity of the applicant to make a meaningful contribution to research initiatives as a Provost Fellow, and professional goals.
- Curriculum vitae

Upon receipt of application, the Vice Provost for Research will solicit endorsement of the application from the applicant’s department chair and dean. Additionally, deans and executive officers can nominate faculty members by sending a brief description of their qualifications to the Vice Provost for Research. The office will then solicit additional required information from the candidate.

SELECTION

The Vice Provost for Research, in partnership with other senior academic administrators, will evaluate all applications. Applications will be evaluated based on alignment of candidate’s expertise with current needs and the strength of the application. A select subset of applicants may be invited for further discussion of their application with the VPR. Decisions on all applications will be communicated to applicants by October 15, to enable the Provost Fellow to begin their appointment following Fall Break.
PROVOST FELLOW – Responsibilities and key activities

- Work with VPR on key initiatives of strategic plan including research acceleration fund, graduate student support, research infrastructure improvement
- Work with VPR to develop policy and process drafts, conduct appropriate benchmarking, work with key stakeholders to gather feedback and shepherd through to final policy approval or process implementation
- Assist in administration of key VPR programs, including the University Summer Grant, Veritas, Unitas, and University Conference Travel grant programs and the Outstanding Faculty Research Award program
- Participate in Research Dean and Graduate Dean quarterly meetings with the VPR, investigate issues raised, follow up with other administrative units, propose approaches or solutions to issues raised, etc.
- Perform analyses of research-related institutional data and metrics
- Manage sponsored award graduate student tuition remission requests/approvals/processing
- Collect and confirm accuracy of the NSF HERD Survey Data (institutional spending), work with OG&C and RAO on annual submission
- Collect, confirm accuracy of, and submit the NSF Facilities Survey Data (biannual)
- Work with VPR on other activities as assigned