

**Position Description:**



**For the Position of:**

**Assistant Vice President of Sponsored Programs**

**December 2015**

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## **Position Description:**

**Title:** Assistant Vice President of Sponsored Programs

**Company:** University of Alabama at Birmingham

**Location:** Birmingham, Alabama



### **UAB Overview**

Since its inception in 1969, the University of Alabama at Birmingham (UAB) has earned international renown for its leading edge academic programs, research and patient care. The university's decades-long partnership with its community and state has led to the economic, cultural and social renaissance of Birmingham—the state's largest metro area with a population of 1.1 million—as the region has grown from a primarily steel-based economy to a thriving nexus of R&D, medicine, banking and other service industries.

The University comprises ten schools (Business, Dentistry, Education, Engineering, Graduate, Health Professions, Medicine, Nursing, Optometry and Public Health), Honors College, a College of Arts and Sciences. Fall 2015 enrollment was 18,333 and included UAB's highest-performing class ever academically, with an average ACT of 25 (top 21 percent nationally) and average high school GPA of 3.66. The Honors College enrolled its largest-ever class (an 18 percent increase to 1,260) and its incoming freshmen averaged a 4.14 GPA and 30.4 ACT.

Academic programs at all levels—undergraduate through post-doctoral—are nationally recognized for their exceptional research and service learning opportunities. U.S. News & World Report 2016 “Best Graduate Schools” lists nine UAB programs in top 20, including a master’s in health administration that ranks second in the nation.

UAB's robust research enterprise attracts more than \$400 million annually in external funding. UAB's FY15 funding from NIH (with contracts) is projected to top \$225M, a 20% increase since FY13 (\$188M), putting the university 22nd nationally (10th among public universities). Several individual schools also rank highly in NIH funding, such as Dentistry, which is 1st nationally. In the Center for World University Rankings—which is based on factors such as quality of education, faculty publications, influence, citations in peer-reviewed journals, number of patents, and broad impact—UAB rank 146th globally (top 1 percent) and 70th in the U.S., among only 8 universities in Southeast (and the only Alabama university) to make the global top 150.

Driven by an intensely collaborative and entrepreneurial character, UAB is the economic engine of the region and recently added economic development as a fifth “pillar” of its mission (together with education, research, patient care and service). With a statewide economic impact exceeding \$5 billion annually, UAB is Alabama's largest single employer with more than 23,000 employees (including over 2,000 faculty members), and supports more than 61,000 jobs state-wide—one of every 33 Alabama jobs.

Much of this substantial economic impact is derived from technology transfer. The UAB Harbert Institute for Innovation and Entrepreneurship has generated over \$64 million in revenues and spun off more than 58 start-up companies (most of those in the past decade), and Innovation Depot—for which UAB is a founding partner—is the largest business incubator in the Southeast, with over 100 tenant companies and a \$1.3 billion economic impact over the past 5 years. The Alabama Drug Discovery Alliance (ADDA), a fruitful partnership with Southern Research Institute, has roughly 18 potential new treatments in the pipeline with tremendous commercial potential.

UAB's Clinical Enterprise is operated through the UAB Health System. The UAB Health System consists of the UAB Hospital, the I.M. Pei-designed Kirklin Clinic and Kirklin Clinic at Acton Road, UAB Highlands, the UA Health Services Foundation of 1150 clinical faculty members, the Callahan Eye Hospital, Spain Rehabilitation Center (a component of UAB Hospital), Valley Foundation, Ophthalmology Services Foundation, VIVA Health (a 95,000-member health plan), as well as affiliates such as the Medical West and Baptist Health (Montgomery, Alabama), and Prime Care, primary care practices.

The flagship UAB Hospital is the largest in Alabama and 3rd largest public hospital in the U.S. (with 1,157 beds), and houses the state's only Level 1 adult trauma center. UAB's Comprehensive Cancer Center is the only NCI-designated center in Alabama and a six-state region. The Comprehensive Transplant Institute has performed the 2nd most kidney transplants in the history of medicine and its ongoing live-donor kidney chain is the longest ever conducted at any site in the world.

UAB also promotes the cultural and artistic vitality of the community and the state. The Alys Stephens Center is Birmingham's home for the performing arts, hosting the Alabama Symphony Orchestra, internationally renowned musicians, and performances by UAB's departments of music and theatre. The Stephens Center is the anchor of UAB's burgeoning Cultural Arts Corridor, including the state-of the-art \$12.5M Abroms-Engel Institute for Visual Arts.

UAB is currently developing its most comprehensive Strategic Plan ever, collaborating campus-wide and with the business community and key organizations, civic leaders, elected officials and other stakeholders.

holders. The Plan focuses on top strategic priorities, builds on “areas of excellence,” and promotes innovation, entrepreneurship and collaboration as signatures in all the University’s efforts.

While investing internally in those strategic objectives, UAB is also garnering overwhelming support locally and nationally through its largest philanthropic campaign ever, the \$1 billion Campaign for UAB: Give Something/Change Everything. As of November 2015, nearly 85,000 donors had given \$636.4 million to this campaign that will dramatically advance UAB’s mission and transform the future of Birmingham and Alabama.

## **UAB Strategic Plan**

UAB’s vision is to be an internationally renowned research university — a first choice for education and health care.

UAB's mission is to be a research university and academic health center that discovers, teaches and applies knowledge for the intellectual, cultural, social and economic benefit of Birmingham, the state and beyond.

Under the leadership of President Ray L. Watts, who took office in February 2013, UAB is engaging in the most comprehensive strategic planning process in the history of the institution.

Budget challenges at the state and federal level make it more important than ever to plan thoroughly, study carefully and prioritize effectively — both to live within their means and also ensure the mission is furthered.

“UAB is experiencing great momentum, and we are working hard to strengthen our position as one of the nation’s most productive and dynamic universities,” Watts said. “We will accomplish this by aligning our resources with our priorities.”

First and foremost, the plan will embody their commitment to educate, advance research and discovery, care for the sick, respond to the needs of the community and use knowledge to establish Alabama as a progressive economic center that can change the world.

UAB will establish priorities and guide investments in projects that are mission-critical, especially people, programs and technology.

## **Goals**

- I. Provide education that prepares diverse students to lead, teach, provide professional services and become the prominent scholars and societal leaders of the future.

- II. Pursue research that benefits society, spurs innovation and expands UAB's capability to discover and share new knowledge.
- III. Deliver the highest quality patient care that reflects our ability to translate discoveries into revolutionary therapies in one of the nation's largest academic medical centers.
- IV. Encourage partnerships that improve education, health and quality of life through service at home and around the globe.
- V. Foster and stimulate innovation and entrepreneurship that contributes to the economic development and prosperity of Birmingham and beyond.

## **Compliance**

UAB is committed to conducting its affairs in ways that promote mutual trust and public confidence. All members of the UAB community are expected to sustain the highest ethical standards in all activities and interactions and to integrate UAB values of integrity, respect, service, and collaboration into teaching, research, patient care, and business services.

Renamed in 2010, the University Compliance Office manages UAB's Compliance Program, which serves as the framework for identifying areas of risk, addressing concerns, and measuring results. Specific benefits of UAB's Compliance Program include:

- Enhancing coordination, consistency, efficiency, and effectiveness by providing an institutional perspective of the University's specific compliance assurance activities
- Reducing risks of non-compliance, as well as potential penalties, by meeting the Federal Sentencing Guidelines' criteria for an effective compliance program
- Providing continuous management advisory services and support regarding compliance assurance activities, using a risk-based approach
- Providing a consolidated resource for compliance information and guidance for the UAB community
- Conducting compliance reviews and recommending plans for improving internal controls, like policies, procedures, processes, or actions
- Supporting the UAB Ethics Hotline for the reporting of ethical concerns  
<http://www.uab.edu/compliance/>

## **Role Summary**

The Assistant Vice President of Sponsored Programs is responsible for assisting UAB's faculty and staff in their efforts to secure and fulfill extramurally funded sponsored programs by performing pre-award and non-financial post-award administration. The position ensures compliance with federal, state and local laws, policies, procedures, federal OMB Circulars, Uniform Guidance, and sponsor-specific guidelines in the negotiation and execution of grant awards and contracts for extramurally funded research projects. UAB is seeking a leader who can continue the Office of Sponsored Programs' development as a best in class, high performing, customer centric team that aligns with the goals and objectives of the institution.

The AVP of Sponsored Programs works and communicates cooperatively with other research administration units, Deans, Department Chairs, Center/Institute/Office Directors, committees, Internal Audit, and research faculty and staff. The AVP assists in developing and implementing appropriate campus policies, procedures, and practices to ensure compliance with legal and sponsor non-financial administrative requirements. The AVP maintains collegial working relationships with a broad range of institutional offices due to the wide range of potential transactions and activities related to sponsored projects.

The AVP provides leadership in improving compliance and creating financial and management systems that meet external funding requirements with minimal disruption of the University's research and scholarly activities. The AVP must have comprehensive knowledge of sponsor award procedures, including those of governments, non-profits, and industry. The AVP must appreciate the role of faculty and staff in a university research environment, and utilize his/her technical knowledge of laws, rules, regulations, and institutional policies and procedures to maximize UAB's productivity and success. The AVP must be able to negotiate and communicate effectively and diplomatically, both orally and in writing, with all levels of the university and have the ability to establish and maintain effective working relationships with internal and external offices and individuals.

### **Specific Responsibilities Include:**

- Leads the OSP organization responsible for assisting UAB's faculty and staff in their efforts to secure and fulfill extramurally sponsored programs by performing pre-award and non-financial post-award administration, including reviewing grant proposals and negotiating contracts for federal, industry and nonprofit sponsors.
- Directs department operations and leads in the design of department policies and procedures. In coordination with departmental leadership, plans and coordinates goals and objectives to ensure integration of workflow.
- Advises the Vice President on issues related to externally supported activities and relevant policy development.
- Develops, and administers budgets for assigned areas of responsibility. Conducts review and reconciliation of financial reports.
- Initiates and maintains external relationships with federal government funding agencies, industry sponsors, non-profit agencies, and other universities.
- Oversees the maintenance and accuracy of department databases.
- Interviews, hires, trains, evaluates performance of, and, when necessary, disciplines and discharges subordinate department personnel.

- Interacts with the UAB central administration leadership to ensure the smooth flow of information between units.
- Organizes and supervises training seminars for faculty, research administrators, and staff to ensure that all University personnel are aware of international, federal, state, and local regulations as well as institutional policies and procedures pertaining to grants and contracts.
- Responds to faculty inquiries and complaints in a timely fashion.
- Meets with the senior staff as needed to review operations and implement policies.
- Prepares and provides periodic reports to faculty committees on operations, problems, and challenges of the OSP.

### **Desired Qualifications and Experience:**

A bachelor's degree is required and an advanced degree is preferred. UAB seeks a sponsored programs leader of the highest caliber, which should be reflected in the appropriate combination of education and experience, some of the experience should be in an academic setting. Must have knowledge of current state and federal grant and contract regulations. Excellent written and oral communication skills and strong organizational skills are required. Must be very adept in conflict resolution and have a proven track record of leadership in a similar position.

- Experience working with large, enterprise-wide financial and reporting systems.
- Experience working directly with grants administration and contract negotiation is essential, as is an in-depth understanding of the laws and regulations that impact the sponsored projects environment.
- Experience working with regulatory compliance at an institutional/enterprise level.
- Experience in educating, communicating with, and supporting faculty researchers and staff in an academic environment.
- Experience in a leadership, policy development, and oversight role at an institutional level. Strong interpersonal skills and ability to work in a team environment.
- Membership experience in appropriate professional organizations such as SRA, NCURA, FDP, etc.
- Experience in an academic health center or school of medicine.

## About Birmingham



Birmingham is the largest city in Alabama. According to the 2010 United States Census, the city's population was 212,237, while the Birmingham – Hoover MSA lists over 1 million residents. Birmingham ranks as one of the most important business centers in the

Southeastern United States and is also one of the largest banking centers in the United States. In addition, the Birmingham area serves as headquarters to one Fortune 500 company: Regions Financial, along with five other Fortune 1000 companies.

Birmingham is home to exciting attractions, fantastic, one-of-a-kind restaurants and a stock of year round entertainment. The Civil Rights Museum, Alabama Jazz Hall of Fame, Birmingham Museum of Art, the Birmingham Zoo, McWane Science Center, The Birmingham Park, Red Mountain Park, and the Barber Motorsports Museum add to the wide array of attractions Birmingham has to offer.



Birmingham is the “mecca” of golf. The weather is generously comfortable, which is one smart reason golfers come here from around the world. The other reason is the lure of handsome and challenging public golf courses. With the development of the state’s Robert Trent Jones Golf Trail, Alabama became the Godfather of Great Golf. Birmingham has two courses along the trail, one of which is the third longest course in the world.



Vulcan Park and Museum: Vulcan is the largest cast iron statue in the world and Birmingham’s unofficial city symbol. Standing high atop Red Mountain, the 56-foot-high statue has an observation balcony on its pedestal for a panoramic view of the city. The statue was created as Birmingham’s exhibit in the 1904 World’s Fair in St. Louis and won the exposition’s grand prize.

Birmingham's four distinct seasons provide the perfect backdrop for a range of competitions such as the NCAA March Madness first and second rounds, Southwestern Athletic Conference Championships, NASCAR Cup Racing, the Bassmasters Classic and the Regions Tradition. Birmingham is also home to the Alabama Sports Hall of Fame and headquarters to both the Southeastern Conference and Southwestern Athletic Conference.

### **FACTS:**

- Birmingham is ranked the 29<sup>th</sup> most-healthy city in the U.S. (*Source: Betterdoctor.com, Jan. 2015*).
- The University of Alabama at Birmingham's University Hospital is among the world's top kidney transplant centers.
- Birmingham is home to multiple James Beard Foundation winners and nominees who continue to create and inspire the culinary community.
- According to *GQ Magazine*, Birmingham has listed "The Garage" as one of the top ten bars in the world.
- *TIME magazine* named Birmingham's Sidewalk Film Festival among its choices of "Film Festivals for the Rest of Us."
- Displaying more than 1,200 vintage and modern motorcycles and racecars and the largest collection of Lotus cars, Barber Vintage Motorsports Museum houses the largest collection of its kind in the world.
- With 10,000 pieces, the Birmingham Museum of Art houses the largest museum collection of Wedgwood outside England.
- Birmingham's Ruffner Mountain, just ten minutes from downtown, is the second largest urban nature preserve in the country.
- With a \$600 million expansion recently completed, Mercedes Benz chose just west of Birmingham in 1995 to build its first assembly plant outside of Germany.
- Birmingham is the only place in the world where all the ingredients for making iron are present: coal, iron ore and limestone---all within a ten-mile radius.
- Birmingham has a multi-year contract with the Indy Racing League to host the Honda Indy Grand Prix of Alabama, making Birmingham the only Deep South city on the North American Indy circuit.

### **PROCEDURE FOR CANDIDACY:**

Please direct all resumes, expression of interest and/or referrals to Barry C. Vines via e-mail to [uabavosp@divsearch.com](mailto:uabavosp@divsearch.com).

#### **Diversified Managing Director**

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