The Undergraduate Research Program (URP) is seeking applications for the position of Associate Director of URP for the term 2020-2022, starting May 2020.

**Roles and Responsibilities of Undergraduate Research Associate Director**
(25% teaching reassignment during each of the two semesters of an academic year. The position also includes a $2,500 summer stipend.)

The Associate Director has responsibility for supporting the administration of the Undergraduate Research Program (URP) with the goal of increasing undergraduate student participation in research experiences on campus, providing them with a variety of mentored research opportunities and encouraging and supporting faculty involvement in undergraduate research. The Associate Director administers specific programs in consultation with the Director. Such programs include the Research Apprenticeship Program (RAP) and the awards selection of finalists at the Spring Undergraduate Research Day on campus. The Associate Director also supports work associated with URP grant competitions, workshops, student participation in research conferences and other presentation venues, and represents URP on campus, within the UW System, and for state and national undergraduate research organizations. The Associate Director also fulfills tasks assigned by the Director as needs arise throughout the academic year.

**Program administration.** The URP Associate Director
- Supervises and manages the Research Apprenticeship Program (RAP) including the following tasks
  - Working with and supervising the RAP Graduate Assistant
  - Recruitment of students and mentors
  - Matching of students and mentors to pursue projects and paid apprenticeships
  - Coordinating sending contractual agreements to apprentices and mentors
  - Coordinating employment and payment of apprentices
  - Coordinating meetings with apprentices and mentors
  - Supervising RAP peer mentor(s)
  - Coordinating and teaching the online modules including enrollment of students and mentors in the course
- Working with the URP Academic Program Associate to coordinate RAP and other duties

**Grant work.** The URP Associate Director
- Supports work in connection with disseminating call for URP grants, review process, and post-award administration.
- Reviews and suggests edits for internal and external grant proposals to support existing and new URP funded programs
- Collaborates with the Director and with faculty and UW-Whitewater Colleges to expand current mentored research opportunities and develop new ones for students (and RAP in particular)

**Student conference participation and other presentation opportunities.** The URP Associate Director
- Supports the planning for the UW-Whitewater campus student research conferences, held in early Fall and mid-Spring each year
- Supports the planning for student participation in national and regional undergraduate research conferences (such as NCUR, Posters in the Rotunda, and the UW System Symposium for Undergraduate Research and Creative Activity)
- Supports the planning for student participation in various presentation opportunities on
campus (such as visits by UW Board of Regents, various College Advisory Boards, and New Student Seminar courses)

Process for Nominating and Selecting Associate Director of Undergraduate Research

1. Appointments are for two years with a possibility to renew for a second term with recommendation from the director and a vote from the council members.

2. Associate director(s) are nominated by council members and associates, and can self-nominate. Faculty and instructional academic staff members active in undergraduate research are strongly preferred. Other preferred qualifications include: Tenured status (for faculty).

3. Candidates must submit a CV and a one to two page letter of interest. CV must have at least the names of two professional references. In the letter of interest, candidates’ preference or ability to receive teaching reassignment for Fall vs the Spring term (or both) should also be stated, strong support from Department Chair/supervisor, strong support from the College Dean, ability and commitment to complete the two-year term (such as lack of plans for taking sabbatical leave during the term of the Associate Directorship, and lack of existing additional administrative, teaching, and/or research commitment(s) that would interfere with the duties of this position.

4. The URP Director and the Assistant Vice Chancellor for Student Diversity, Engagement & Success review letters of interest and ensure that nominations from more than one college will be considered by the council.

5. After the pre-screening, the Director seeks an anonymous vote of recommendation from council members. After the council decides on their recommendation, the Assistant Vice Chancellor for Student Diversity, Engagement & Success makes the final appointment after consultation with the URP Director, the appropriate Department Chair, and College Dean.

Interested candidates should send their application materials to URP@uww.edu. Please include the name of the nominating council member/associate or indicate self-nomination.

Applications due date is February 14, 2020.
Application for Associate Director of the Undergraduate Research Program
Summer 2020 (2 year term)

This form and other required materials should be submitted to the Undergraduate Research Program, Office of Student Diversity, Engagement and Success, Lower Level McCutchan Hall urp@uww.edu with the endorsement of the department chair and dean by February 14, 2020.

I. Name of Applicant:
   Current department:
   Current rank/title:
   Name of Council or Associate Member Supporting the Application (if any):

II. Names of two UWW or UWWRC references:
   Name:
   Position:
   Phone:

   Name:
   Position:
   Phone:

III. Other required application materials:
   • Updated vita
   • Letter of interest explaining skills and experience related to the position of Associate Director of the Undergraduate Research Program

IV. Please obtain the endorsement signatures indicated below:

NOTE: Signatures on this form constitute an endorsement of the application. Department chair and dean thereby indicate that they believe the applicant is well suited for this associate director level position and that their experience has the potential to enhance leadership capacity for UWW and/or UWWRC. They also concur with the arrangement whereby the applicant, if successful, will be provided reassignment of one course per semester beginning fall 2020 and the duration of the 2 year contract. Student Diversity, Engagement and Success will provide funds to the home department/program to cover the course reassignments, and they will also provide a summer stipend of $2,500 to the successful applicant. The successful applicant will retain office space in her/his home department and will have an office in McCutchan Hall.
Applicant: ________________________________
Date: ________________________________

Department Chair: ________________________________
Date: ________________________________

Dean: ________________________________
Date: ________________________________

Department Chair and Dean can attach any comments, e.g., constraints on course releases, availability of participant, etc.