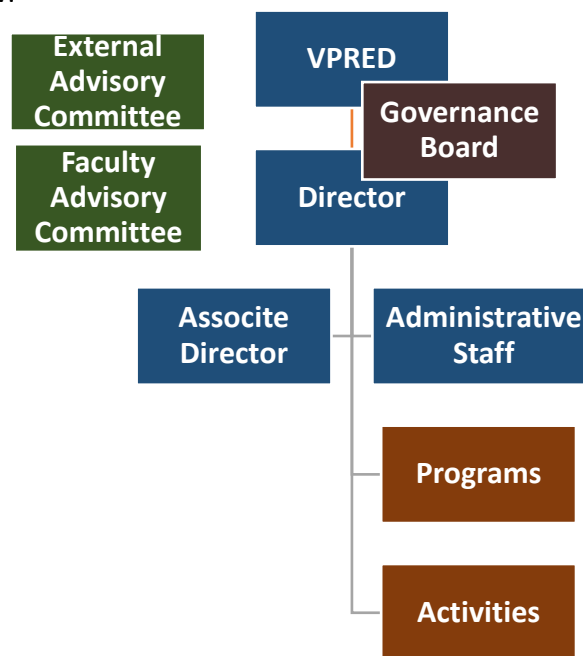


WIHR Director Responsibilities

The Wyoming Institute of Humanities Research (WIHR) is one of several centers and institutes, Science Institute (SI), the UW Institute at the UW-NPS AMK Ranch, and High Plains American Indian Research Institute (HPAIRI), that report to VPRED. WIHR catalyzes research frontiers in humanities as well as its convergence with physical, social, and biological sciences, engineering, and computing. By doing so, it nurtures Wyoming relevant, nationally competitive, and globally preeminent research expertise at UW. It fosters transformative research, engagement, and experiential learning in humanities. This institute reports to the VP of Research and Economic Development (VPRED) in the Research and Economic Development Division (REDD). Its governance board includes VPRED and Deans of relevant colleges (e.g. College of Arts and Sciences).

The WIHR has its own budget from REDD and its own Associate Director and staff; its organizational structure is in the figure below.



Responsibilities of the WIHR Director

With guidance from VPRED and the Governance Board, the WIHR Director will be responsible for leading and managing WIHR and for operating its space.

- Serve as a key liaison to the VPRED and the Governance Board for all functions related to WIHR
- Supervise staff in WIHR which are responsible for the research and engagement activities in WIHR
- Work collaboratively with an Associate Director who will be from a different humanities discipline from the Director's humanities discipline.
- Represent interests of and serve all humanities faculty at UW
- Establish and functionalize an external advisory committee and a faculty advisory committee
- Finely tune the governance of WIHR and its operations by developing standard operating procedures in WIHR, including allocation of resources
- Responsible for budgeting and fiscal management of WIHR in accordance with UW policies and REDD practices.

- Will develop a strategic plan for WIHR with input from a broad cross-section of faculty and other stakeholders. Will be responsible for fostering research frontiers in humanities that represent interests of UW humanities faculty.
- Develop and implement programs and activities to foster humanities research and highlight UW's preeminence in certain areas of humanities through diverse mechanisms, including faculty fellows, seed grants, travel support for research, organization of lectures and conferences, support for books and publications, etc.
- Participate in regular collaboration sessions with directors of various research centers and institutes that report to REDD. Develop and execute an operational, communication, and engagement strategy for internal and external stakeholders. These include regular updates to the Governance Board and an annual report to showcase WIHR achievements.
- Work with colleges and schools in UW, state, and federal stakeholders in advancing partnerships to stimulate extramural funding opportunities for humanities at UW.
- Initiate, lead, support, and participate in raising funds for WIHR functions, including grants, contracts, and gifts from federal and state agencies, foundations, and individuals.
- Represent WIHR to external audiences, including national organizations in humanities. Develop collaborations with other humanities centers and institutes.
- Perform other WIHR-relevant duties as assigned by the VPRED and the Governance Board

Minimum qualifications

- PhD in a humanities discipline
- Tenured position as an Associate Professor or a Professor at UW
- Strong record of scholarship and funding from internal and external sources
- Demonstrated or potential for administrative and leadership skills

Conditions of appointment

This 'at will' appointment will be for five years. The WIHR Director salary will be determined and paid by the academic unit, whereas REDD will be responsible to compensate for the administrative responsibilities. This compensation is negotiable and could be in the form of summer salary, administrative stipend, research support, teaching buyouts or similar methods.