

Roles and Responsibilities of Research Center Superintendents

January 2017 – as developed by DRC Committee & Dean/MAES Director Boyer

Overview: The superintendent functions as the primary contact and administrator of the Research Center (RC). As members of the Department of Research Centers, they serve as the primary representative and advocate for their respective RC, provide leadership toward the RC's mission, empower and enable RC staff and faculty to fulfill their roles, and are responsible for developing policies and procedures for the operation and function of the RC within the mission of the department.

The duties of the superintendent must reflect current challenges and opportunities at each RC. Consequently, duties are dynamic overtime and among RCs. As such, this document describes the range of superintendent responsibilities, and is not intended to be all inclusive or exclusive.

Physical plant management and budget:

Oversee the general operation of the facility including maintenance, allocation and utilization of existing facilities, equipment, and land to optimize research and farm income opportunities.

Provide oversight in general farm/ranch facilities and operations.

Manage or oversee the shared use of resources among RC faculty and coordinate the support to other researchers collaborating with the RC.

Oversee the safety committee of the RC and facilitate appropriate training to all personnel.

Provide general oversight of any new construction and/or renovations, and develop long-range plans for future maintenance and new construction projects in consultation with the RC's faculty and advisory committee. Develop, maintain, and execute appropriate deferred maintenance projects.

Effectively manage the RC's operational budget and farm income revenue, prioritizing and projecting expenditures.

Personnel Administration:

Follow the Federal, State, and MSU policies and standards regarding personnel administration. Maintain collegial, respectful, and productive working relationships at the RC and with other research centers and campus departments as well as COA, MAES and MSU university administrations in order to fulfill the common research and outreach mission of the RC, Department of Research Centers (DRC), and Montana Agricultural Experiment Station (MAES).

Facilitate and foster the development of all research programs at the center.

Supervise administrative assistant, farm/ranch staffs, provide professional development opportunities, and conduct annual reviews.

Coordinate with the advisory committee and interested stakeholders on setting priorities for future faculty and general RC staff hiring, and lead the hiring process.

While not the direct supervisors for faculty members, superintendents are expected to provide input for faculty annual review, and participate in tenure and promotion process for RC faculty in accordance with the current DRC Role and Scope documentation.

Provide input for faculty and staff nominations for honors and awards as appropriate.

Public Relations

Develop and enhance relationships between the RC and the public to serve local, departmental, university, and statewide needs. Engage with stakeholders to build mutually-beneficial relationships.

Maintain an active and representative advisory committee for the RC.

Ensure stakeholders' needs are met through current and targeted research projects.

Organize and conduct periodic field days and other outreach events in consultation with faculty and the advisory committee.

Work with MAES personnel to highlight research/personnel accomplishments.

Utilize various media including social media within MSU guidelines to communicate to the larger public as appropriate.