

POSITION DESCRIPTION**POSITION:** Associate Dean, Research Chairs and Professorships (0.2 FTE)**TERM OF APPOINTMENT:** An inaugural three (3) year term with the potential for renewal following discussions with the Vice Deans' Research (Basic Science and Clinical) and Dean, Faculty of Medicine & Dentistry (FoMD); dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of an additional 3 years.**REPORTING TO:** Vice Deans' Research (Basic Science and Clinical)**PURPOSE:**

The Associate Dean (Research Chairs and Professorships) as delegated by the Dean, provides leadership and oversight of all Research Chairs' and Professorships across the FoMD. This position will work closely with the Research Institutes' and Department Chairs' in the FoMD and collaborate with the Vice Deans' Research. The portfolio is important because FoMD Research Chairs' foster innovation and entrepreneurship across the faculty and strategically support programs of research.

MAIN ACCOUNTABILITIES:**General Responsibilities:****Portfolio Responsibilities:**

1. At the direction of the Vice Deans' Research manages the assigned research portfolio and priority research initiatives of the Faculty
2. Research Chairs' Faculty Search and Recommendation Committees for Research Chairs' and Professorships
3. Oversees renewal/reappointment processes for Research Chairs' and Professorships
4. Represents the Dean as required and when duly delegated

Specific Responsibilities:

Undertake responsibilities in the field of Canada Research Chairs (CRCs), Research Chairs' and Professorships as may be requested by the Dean and Vice-Deans' Research (Basic and Clinical), or by the committees of the administrative structure.

1. As the Dean's delegate, act as Chair of Advisory and Nomination Committees for CRCs, Research Chairs' and Professorships
2. Oversee the composition of Chair Advisory and Nomination committees

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3. Develop a faculty wide strategy for managing and allocating Research Chairs' and Professorships
4. Be involved in the establishment of new Research Chairs' and Professorships in the FoMD
5. May serve as one of the delegates of the Vice-Deans Research (Basic and Clinical) where required during absences.
6. Liaise with the Fund Development Office of the FoMD
7. Liaise with the Donor community as it relates to Research Chairs' and Professorships
8. Work with Department Chairs, Institute Directors' and the Dean's office in the recruitment of Research Chair or Professorship holders
9. Represent the Faculty on committees related to the activities of the Research Chairs' and Professorships portfolio
10. Serve as a member of the Faculty Research Committee and FoMD Executive Committee
11. Meet regularly with the Office of Research
12. As appropriate, serve as an administrative officer to whom faculty-paid Research Chairs' and Professorship personnel are responsible.
13. Involvement in oversight of budgets and financial compliance of Research Chair accounts
14. Oversee Research Chairs' annual scientific and donor reports and performance reviews as per Chairs' TORs

Liaises With:

1. Those entities listed above
2. Vice-President Research and Innovation and the Research Administrative Services (RAS)
3. Research Institutes' Leaders
4. Associate Dean Health Research, College of Health Sciences and other Health Sciences Faculties

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5. Research Staff – faculty, post-doctoral fellows, graduate students, technicians, etc.
6. Provincial and National Granting Agencies and research funding organizations
7. Faculty Evaluation Committee (FEC) as required and/or requested

Direct Reports:

1. Director, Strategic Initiatives & Special Projects