

### III. POSITION DESCRIPTION

**POSITION: Vice-Dean, Research**

**TERM OF APPOINTMENT:** An initial five (5) years with the potential for renewal following discussion with the Dean, Faculty of Medicine & Dentistry (FoMD); the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of 5 years.

**REPORTING TO:** The Dean

**PURPOSE:**

The Vice-Dean, Research, as delegated by the Dean, provides leadership to all areas of research endeavour within the FoMD. Responsibilities include those for education related to graduate and post-doctoral research programs. The portfolio is high-profile, given that the quality and quantity of research have major reputational implications for the FoMD.

**MAIN ACCOUNTABILITIES:**

**General Responsibilities:** Listed in the *2017 FoMD Overarching Position Description: Vice-Dean*

**Portfolio Responsibilities:**

1. Manages the research portfolio of the Faculty
2. Chairs Faculty Research Committee (FRC)
3. Chairs Management Board, Northern Alberta Clinical Trials and Research Centre (NACTRC), the Joint Venture with Alberta Health Services (AHS)
4. Chairs Faculty Search and Selection Committees for Research Chairs
5. Administers research disputes, scientific integrity issues and similar matters
6. Represents the Dean as required and when duly delegated

**BUSINESS PLAN ACCOUNTABILITIES:****Strategic Responsibilities:**

1. Works to facilitate Faculty researchers to be international leaders in the advancement and dissemination of knowledge

2. Leads in the on-going implementation and application of components of the FoMD Strategic Plan as it impacts research activities

### **Specific Responsibilities:**

1. Oversees research affairs and administration of the Office of Research
2. Oversees the review of all research grant applications (prior to submission to the Dean for approval, when required)
3. Ensures effective stewardship of limited resources (endowments, and research grant overhead accounts [indirect costs of research])
4. Administers the allocation and management of research space within the guidelines of the Faculty and the University
5. Participates in the University's ethics review process, as required
6. Ensures appropriate management of all research grants and awards within the Faculty
7. Collaborates with the Research Services Office (RSO) in effective administrative support for researchers and, with TEC Edmonton for technology transfers
8. Oversees the Faculty's research core facilities and services
9. Oversees FoMD aspects of graduate programs and research (MSc/PhD)
10. Oversees research-related aspects of the programs of students within the MD/PhD program
11. Oversees Clinical Investigator Program (CIP)
12. Oversees Canada Research Chair (CRC) Nominating Committee
13. Oversees the search and selection process for Endowed Research Chairs
14. Participates in the recruitment of faculty with greater than 40 % research commitment
15. Oversees the approval and review of Research Groups, Centres, and Institutes, representing the Faculty on Advisory Boards, as assigned by the Dean
16. Represents FoMD on the Northern Alberta Clinical Trials and Research Centre (NACTRC) Board or delegates such representation
17. Coordinates Faculty applications for large multi-disciplinary or collaborative research projects
18. Coordinates Faculty nominations for local, Provincial, National and International research awards

### **Liases With:**

1. Those entities listed above in the *2017 FoMD Overarching Position Description: Vice-Deans*
2. Vice-President (Research) ) and the Research Services Office (RSO)
3. Associate Vice-President (Research)
4. Research Group Leaders

FoMD Vice-Dean  
Position Description

5. Research Centres Leaders
6. Research Institutes Leaders
7. Other Health Sciences Faculties
8. Research Staff – faculty, post-doctoral fellows, graduate students, technicians, etc
9. Provincial and National Granting Agencies and research funding organizations
10. Staff and other Board members of NACTRC (including those from AHS)
11. Faculty Evaluation Committee (FEC) as required and/or requested

**Direct Reports:**

1. Associate Dean, Graduate Programs
2. Associate Dean, Clinical Research
3. Associate Dean, Facilities and Cores
4. Director, Research
5. Director, Health Sciences Laboratory Animal Services
6. Lead, Major Grants Program

-----

§ See link to Strategic Plan of the FoMD on the Faculty Home Page