

RESEARCH**POSITION:** Associate Dean, Research – Graduate Programs**TERM OF APPOINTMENT:**

Three (3) years with the potential for renewal following discussion with the Vice-Dean, Research, and the Dean, Faculty of Medicine and 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: Vice-Dean, Research**PURPOSE:**

Graduate students and postdoctoral fellows represent the source of many advances in research as well as the future of biomedical education, research and entrepreneurship. Effective leadership in the administration of graduate programs and postdoctoral training is essential to the success of the graduate students and fellows and hence, to the overall FoMD research enterprise.

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed in the *2017 FoMD Overarching Position Description: Associate Deans*

Portfolio Responsibilities:

1. Provide leadership for all research trainee programs within the Faculty (undergraduate students, graduate students and postdoctoral fellows)
2. Chair the Graduate Programs Committee
3. Oversee/Coordinate Graduate Program Reviews
4. Oversee undergraduate research programs
 - a. summer student program including seminar series and annual Research Day
 - b. oversight of Special Training in Research (STIR)
5. Represent FoMD and the Office of Research, as required

BUSINESS PLAN ACCOUNTABILITIES:**Strategic Initiatives:**

1. Establish, encourage and provide professional development for all research trainees
2. Develop and promote best practices with respect to trainee supervision
3. Lead the recognition of mentorship of research trainees
4. Encourage recognition of trainee successes within the FoMD
5. Increase graduate student funding opportunities and success

6. Contribute to the FoMD Strategic Plan 

Specific Responsibilities:

Provide Oversight of:

1. FoMD Summer Student Research Program
2. All Graduate programs:
 - a. Li Ka Shing Sino-Canadian Exchange Program
 - b. MD/PhD program
 - c. Medical Sciences Graduate Program
 - d. Department-based programs
3. FoMD Graduate Awards
 - a. Med Star
 - b. 75th Anniversary
 - c. Recruitment
 - d. Motyl Cardiac
4. Postdoctoral Fellows
 - a. Professional development
 - b. Promotion of, and increases in, funding
5. Ethics and Scientific Integrity Day
6. FoMD Awards and Funding Committees
 - a. FoMD Mentoring Awards
 - b. The Walter Mackenzie Visiting Speaker Fund
 - c. Conference/Symposium Fund
 - d. Dean's Lecture Series

Chair the Graduate Programs Committee

Work with Graduate coordinators/directors/Associate Chairs, Graduate Education, to help them manage their graduate programs and deal with difficult situations

Liases With:

- Faculty of Graduate Studies and Research (FGSR)
- University Postdoctoral Fellows Office
- Department Chairs, Graduate Coordinators/Directors and Graduate Administrators
- Dean of Students Career Centre
- Associate Dean, Professionalism
- Associate Dean, Professional Development
- Faculty Learning Committee
- Faculty Development Committee
- FoMD Professionalism Committee

Direct Reports:

Support staff in the FoMD Office of Research
Director – MD/PhD Program
Director – Li Ka Shing Sino-Canadian Exchange Program



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