

POSITION DESCRIPTION**POSITION: Vice-Dean, Research (Clinical), 0.4 FTE****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 an additional 5 years.**REPORTING TO:** The Dean**PURPOSE:**

The Vice-Dean, Research (Clinical), as delegated by the Dean, provides leadership to all areas of research endeavors within the FoMD with a focus on clinical research (CIHR pillars 2, 3 and 4) working in coordination with the Vice-Dean, Research (Basic). This position will work closely with the Research Institutes in the FoMD, and collaborate with the Associate Dean Health Research, College of Health Sciences. Responsibilities also include those related to graduate and post-doctoral research programs. The portfolio is important and high-profile because the FoMD aspires to advance health and wellness of all through excellence in research.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. At the direction of the Dean and in coordination with the Vice-Dean, Research (Basic), manages the assigned research portfolio and priority research initiatives of the Faculty
2. Co-Chairs Faculty Research Committee (FRC)
3. Chairs Faculty Search and Selection Committees for Research Chairs in the clinical research domain
4. In coordination with the Vice-Dean, Research (Basic), administers research disputes, scientific integrity issues and similar matters in the clinical research domain
5. Represents the Dean as required and when duly delegated

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Responsibilities:

1. Works to increase revenue in clinical research in alignment with the University Budget Model.
2. Leads the on-going development, implementation and application of components of the FoMD Strategic Plan¹ as it impacts clinical research activities.
3. Works to advance Faculty researchers, centers, and institutes to be national and international leaders in the generation and dissemination of new knowledge.
4. Facilitates/assists/encourages the incorporation of EDI and Indigenization into clinical research.

Specific Responsibilities:

1. Oversees clinical research affairs and administration within the Office of Research
2. Works with the FoMD Space Planning Committee and Facilities and Operations for allocation and management of dry-lab research space within the guidelines of the Faculty and the University
3. Participates in the University's ethics review process, as required
4. Oversees the Faculty's clinical research platforms and services
5. Assist the Associate Dean, Graduate Programs, to ensure the success of the Clinical Investigator Program (CIP) and MD with Special Training in Research
6. As identified through the Research and Recruitment Priorities Committee, participates in the recruitment of faculty with 40% or greater research allocation to clinical research
7. As assigned by the Dean, oversees the approval, advancement and oversight of Research Groups, Centres, and Institutes; representing the Faculty on Advisory Boards as required

Responsibilities shared with the Vice-Dean, Research (Basic):

1. Oversees the review of all research grant applications (prior to submission to the Dean for approval, when required)
2. Ensures effective stewardship of resources including endowments and research grant overhead accounts (i.e. indirect costs of research)
3. Ensures appropriate management of all research grants and awards within the Faculty
4. Oversees the search and selection process for Endowed Research Chairs

¹ See link to Strategic Plan of the FoMD on the Faculty Home Page (<https://www.med.ualberta.ca/>)

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5. Collaborates with the Research Administrative Services (RAS) in effective administrative support for researchers
6. Oversees Canada Research Chair (CRC) Nominating Committee
7. Oversees research-related aspects of the programs of students within the MD/MSc and MD/PhD program
8. Oversees Institute Directors
9. Coordinates Faculty applications for large multi-disciplinary or collaborative research projects, in collaboration with Associate-Dean Health Research, College of Health Sciences
10. Assists with Faculty nominations for local, Provincial, National and International research awards, in collaboration with the awards committee, College of Health Sciences

Liaises With:

1. Those entities listed above in the *2017 FoMD Overarching Position Description: Vice-Deans*
2. Vice-President Research and Innovation and the Research Administrative Services (RAS)
3. Associate Vice-Presidents Research and Innovation
4. Research Group Leaders
5. Research Centre Leaders
6. Research Institutes Leaders
7. NACTRC Leaders
8. Associate Dean Health Research, College of Health Sciences and other Health Sciences Faculties
9. Research Staff – faculty, post-doctoral fellows, graduate students, technicians, etc.
10. Provincial and National Granting Agencies and research funding organizations
11. Faculty Evaluation Committee (FEC) as required and/or requested

Direct Reports:

1. Associate Dean, Clinical Research Platforms
2. Associate Dean Research, Grad Studies
3. Director, Strategic Initiatives & Special Projects
4. Institute Directors