

POSITION DESCRIPTION**POSITION:** Vice-Dean, Research (Basic), 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 5 years.**REPORTING TO:** Dean, Faculty of Medicine & Dentistry**PURPOSE:** The Vice-Dean, Research (Basic), as delegated by the Dean, provides leadership to all areas of research endeavors within the FoMD with a focus on basic science research (CIHR pillar 1) and working in coordination with the Vice-Dean, Research (Clinical). 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 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 (Clinical), manages the assigned research portfolio and priority research initiatives of the Faculty
2. Co-Chairs Faculty Research Committee (FRC) with Vice-Dean, Research (Clinical)
3. In coordination with the Vice-Dean, Research (Clinical), administers research disputes, scientific integrity issues and similar matters in the basic science research domain
4. Represents the Dean as required and when duly delegated

BUSINESS PLAN ACCOUNTABILITIES:**Strategic Responsibilities:**

1. Works to increase grant success in basic science research in alignment with the University Budget Model and relevant Strategic Plans (FoMD, UA, VPRI).
2. Leads the ongoing development, implementation and application of components of the FoMD Strategic Plan as it impacts basic science research activities.

FoMD Vice-Dean Research (Basic)
Position Description

3. Works to advance Faculty researchers, Centers and Institutes to be international leaders in the generation and dissemination of new knowledge.
4. Facilitates, assists and encourages the incorporation of EDI and Indigenization into basic science research.

Specific Responsibilities:

- Oversees basic sciences research affairs and administration, Office of Research
- Works with the FoMD Space Planning Committee and Facilities and Operations for management of wet-lab research space, as per FoMD and UA guidelines
- Participates in the University's ethics review process, as required
- Oversees the Faculty's Core Research Facilities
- Assists the Associate Dean Graduate Programs, to ensure the success of graduate and post-doctoral programs and research
- As identified through the Recruitment Planning & Priorities Committee (RPPC), participates in the recruitment of faculty with 30% or greater research allocation to basic science research
- 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
- Oversees/Chairs FoMD CFI JELF and CFI IF processes/committees
- Participates in the University's Risk-Assessment Sub-Committee (RASC) of Research Security Impacts Committee
- Participates in University Research and Innovation Advisory Committee (URIAC)
- Participates in University Animal Policy and Welfare Committee (UAPWC) and Committee on Animal Resources (CAR)
- Advises the Dean on 3rd Parties presence in FoMD (space/staff)

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

- Oversees the review of research grant applications (prior to submission to the Dean for approval, when required)
- Ensures effective stewardship of resources including endowments and research grant overhead accounts (i.e. indirect costs of research)
- Ensures appropriate management of FoMD research grants and awards
- Collaborates with the Research Administrative Services (RAS) in effective administrative support for researchers
- Collaborates with Assistant Dean, Development, and other team members to establish philanthropic priorities.
- Oversees Institute Directors
- Coordinates Faculty applications for large multi-disciplinary or collaborative research projects, in collaboration with Associate Dean Health Research, College of Health Sciences
- Co-chairs FoMD Institute Steering Committee, with VD-Research (Clinical)

FoMD Vice-Dean Research (Basic)
Position Description

- Co-chairs FoMD Institute Oversight Board Committees, with VD-Research (Clinical)
- Assists with Faculty nominations for local, Provincial, National and International research awards

Liases With:

- Vice-President Research and Innovation and Research Administrative Services
- Associate Vice-Presidents Research and Innovation
- Research Centre Leaders
- Research Institute Leaders
- Associate Dean Health Research, College of Health Sciences and other Health Sciences Faculties
- Research Staff – faculty, post-doctoral fellows, graduate students, technicians, etc
- Provincial and National Granting Agencies and research funding organizations
- Faculty Evaluation Committee (FEC) as required and/or requested

Direct Reports:

- Associate Dean, Graduate Programs
- Associate Dean, Research Chairs and Professorships
- Director, Strategic Initiatives & Special Projects
- Manager, Core Research Facilities
- Institute Directors

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