

COLLEGE ASSOCIATE RESEARCH DEAN ROLES & RESPONSIBILITIES

- Conduct long-range planning regarding the research activities and research mission of the College;
- Provide regular reports to the Dean and faculty on the overall research profile of the College, including key metrics for research performance;
- Gather and interpret available national and local institutional reports on faculty research productivity;
- Oversee proposal development, review and routing processes for faculty proposal submission to external agencies;
- Promote and sustain a culture of research activity and productivity within the faculty in obtaining research grants;
- Foster collaborative activity in research and scholarship, including international collaborations, and collaborations with disciplines within and outside the College;
- Foster research by daily/weekly distribution of funding opportunities related to faculty research, scholarship, creativity, training, and service activities;
- Mentor faculty in acquiring external funding for research, scholarship, creative projects, teaching, and service activities;
- Mentor junior faculty in developing competitive proposal applications;
- Organize seminars and workshops on research funding, grant writing, and grantsmanship;
- Provide faculty training in Responsible Conduct of Research and other Research Administration policies;
- Promote the establishment and development of Centers of Research Excellence within the College;
- Participate on university-wide Associate Deans of Research Council
- In collaboration with the Dean, administer the F&A funds allocation for internal grants program, travel to funding agencies, or external funding proposal development;
- Attend professional research administration association national conferences.