

Associate Dean for Research

Position Description

June 2020

The Associate Dean for Research is charged with creating and driving College-wide strategy for increasing research productivity or research and creative activity in all sectors. Working department by department, sector by sector, in concert with the Dean and the Associate Deans, the AD for Research will develop and implement plans to improve the research metrics critical to UB's stated mission to become a top 25 public research university.

A. Strategic Planning and Priorities

1. In partnership with the **Sector Associate Deans**, work with each department to identify a strategic research vision that serves the department's sense of its identity and strengths.
2. In partnership with **Sector Associate Deans**, supply input in regard to the recruiting, hiring, and research development of all faculty to ensure hiring and development plans support the department's strategic research vision. Manage the ancillary budget for startup of all faculty. Ensure hiring to drive research excellence.
3. Design, implement and administer a CAS-level seed funding program that facilitates new research directions and collaborations.
4. Work with **Sector Associate Deans** to advise faculty on publication venues to increase faculty visibility. Provide funding in support of such ventures.
5. Implement a wide-scale cradle-to-grave faculty training/development program in grant writing and preparing funding proposals for grants, contracts, and philanthropic gifts, inclusive of grants to fund faculty research outreach into the community.
6. Advise and approve all major equipment, instrumentation and large-scale research computing purchases both within startup packages and subsequent purchases. Proactively identify such equipment that will enhance interdisciplinary research.
7. Work with **Sector Associate Deans** to develop sector-wide standards for research productivity and develop sector-appropriate incentives to drive research.

Operational Duties:

1. Supervise the **Associate Dean for Research Administration**

2. Hire, train and supervise a team of pre- and post-award specialists that will support the sectors and relieve the burden of grant administration. Provide liaison w/SPS for COI, IP, and consulting agreements.
3. Work with **Associate Dean for Strategic Programs** and CAS Facilities to coordinate allocation, renovation, and creation of space related to research.
4. Oversee safety in our research facilities, including ensuring that safety training in the labs for new PI's and graduate students is offered and annual lab safety certifications are current, as well as interacting with EH&S around laboratory safety issues that need resolution and/or monitoring.
5. Serve as the College's representative and advocate on all matters related to research.
6. Serve as the primary liaison to the VPR's Office on all matters related to research. Represent College interests in discussions with VPR's Office and Sponsored Projects Services.
7. Coordinate opportunities for faculty to share research interests in the quest of securing major grants and fellowships.
8. Facilitate the development and submission of multi-disciplinary and multi-investigator research projects involving CAS faculty and other units.
9. Appoint and convene the CAS Advisory Research Committee. Meet with the committee regularly to define issues and identify opportunities to improve research and creative productivity.
10. Represent the College and the Dean's Office at key CAS- and University-wide events connected to the College research mission.
11. Participate in University-level committees (as assigned by the **Dean**) that are important to the College.

Required and Preferred Qualifications

Tenured faculty member in the College of Arts and Sciences. Preference given to Full Professors who have had substantive and successful experience as an administrator, such as those who have served as a department chair or held other significant administrative roles.

Commitment to serve at least a three-year term.

Excellent interpersonal and communication skills.

The ability to manage difficult conversations to achieve outcomes that improve the research mission in the College.

The ability to work effectively with CAS leadership, faculty, and staff to advance UB's mission to become a top 25 public research university.

The demonstrated ability to work as a member of a collaborative team and to assemble and lead teams to accomplish specific tasks. The demonstrated ability to listen and build consensus. The ability to promote innovation and manage change.

Compensation:

10% academic year override for term of appointment.

10% summer salary.

Teaching release and support for maintaining an active scholarly profile are negotiable.

Individuals need to be able to commit four days a week with one protected research day.