

Complete Policy Title:

Policy Number (if applicable):

**Terms of Reference for Associate Dean
(Research and External Relations)
Faculty of Science**

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**October 12, 2005
October 20, 2005**

Date of Original Approval(s):

Supersedes/Amends Policy dated:

Responsible Executive :
Dean of Science

Enquiries:
[University Secretariat](#)

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

Associate Dean, Research and External Relations

Terms of Reference

- 1) To promote leadership in defining, promoting, implementing, sustaining, and evaluating research activity in the Faculty of Science that is consistent with strategic priorities of the Faculty and University.
- 2) Provide leadership in the identification, promotion, and coordination of major research opportunities/initiatives with sponsored research programs from government, public, and private sectors.
- 3) Work in conjunction with Faculty and University advancement offices and public relations to raise profile of research in the Faculty of Science within the University and externally, and to identify new opportunities.
- 4) Develop research policies and priorities and recommend these to the Dean and Faculty Executive.

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- 5) Develop strategies to enhance research funding and success from major provincial, national and international granting agencies, non-profit organizations, and private sectors.
- 6) Provide leadership in identification, coordination, and promotion of research partnerships internally, within the University, and externally.
- 7) Lead the design and implementation of an optimal research support infrastructure in the Faculty.
- 8) Liaison with the Office of the Vice President, Research and International Affairs, Office of Research Services, and Office of Research Contracts and Intellectual Property on research-related activities.
- 9) Maintain liaison between graduate and research programs to ensure coherence.
- 10) Inform strategic recruitment of Faculty and graduate students.
- 11) Establish performance indicators to enable benchmarking research performance.
- 12) Management of Associate Dean's discretionary funds in support of research.
- 13) Chair, as requested by the Dean, review committees and other Faculty committees from time to time, as needed.
- 14) Discharge other such duties as may from time to time be assigned by the Dean.

Membership on Faculty Standing Committees and Ad Hoc Committees

Faculty Council

Ad Hoc committees on strategic planning/advisory groups in research, education, and other areas important for the Faculty

Accountability

Dean, Faculty of Science