Associate Dean, 
Research and International

Duties & Responsibilities

• Research Funds
  o Implement policies related to research spending
  o Allocate money for faculty travel to conferences, research and teaching
  o Allocate money for student travel for research activities
  o Allocate money for in house conferences hosted by units, research and teaching

• Research Support in FPA
  o Supervise the Research Facilitator
  o Support faculty who are working with external partners on research that engages students and the public interest
  o Support faculty for key research initiatives that involve interdisciplinary projects drawing faculty and students from multiple units
  o Facilitate the awareness of shared research interests across units and the on-going exchange of ideas and long term collaborations
  o Review funding applications and meet with faculty to give feedback, as needed
  o Promote internal and external prize and award nominations, as well as other honours, including Canada Research Chairs (CRCs) in FPA
  o Promote varied sources of research funding including Canada Foundation for Innovation (CFI) among others

• Office of the Vice President Research and International (OVPRI)
  o Review CFI applications and provide feedback
  o Review Banting applications and provide feedback
  o Assist in the adjudication of OVPRi initiatives (e.g., renewal of CURCS, applications for course release, applications for development grants, etc.)
  o Review policies and procedures and provide feedback
  o Assist in the development of new policies and procedures
  o Sign off on CURO checklist
  o Sit on CREAD

• Graduate Affairs
  o Sit on Adjudication Committee and Review of Vanier applications

• New Faculty
  o Organize FPA orientation for new faculty
  o Conduct end of first year review meetings with new faculty
• **Workshop/Lecture Planning**
  o Provide leadership for and work closely with the Event & Outreach Coordinator, Communications Writer and Media Specialist
  o Organize the Katherine Graham Aboriginal Policy Lecture

• **Culture of Research in FPA**
  o Liaise with and advise Research Centres (PARCS & CURCs)
  o Sit on the Management Boards of Research Centres (PARCS & CURCs)
  o Lead the organization of FPA Research Month
  o Organize Author Meets Readers
  o Assist in the organization of Bagels & Banter in conjunction with Associate Dean (Students and Enrollment)
  o Promote collaboration among faculty members with shared research interests
  o Chair PARC council
  o Chair FPA Research Committee

• **International**
  o Liaise with FPA units and OVPRI around international Visiting Scholars and Post-Docs
  o Encourage international collaborations and research projects
  o Academic international student exchanges
  o Champion international research experiences for faculty, students (including academic international student exchanges)
  o Sit on OVPRI International Steering Committee
  o Assist faculty in exploring non-tri-council international research funding opportunities
  o Liaise with OVPRI with respect to international activities of FPA
  o Advance FPA’s international research agenda

• **Research Space**
  o Be primary ODFPA contact for research space

• **Planning**
  o Sit on FPA Chairs & Directors
  o Sit on FPA Deanery
  o Sit on FASS & FPA Deanery
  o Sit on SIPC Forum
  o Participate in the development and implementation of Faculty and University strategic plans

• **New Initiatives**
  o In consultation with the Dean