# Associate Dean, Research and Graduate Studies (ADR&G)

# College of Business and Economics

# Profile

Reporting to the Dean of the College of Business and Economics, and working collaboratively with CBE colleagues, including the:

* Associate Dean Academic
* Assistant Dean, Executive Director, Executive Programs
* Academic Unit Chairs, Directors, Graduate Coordinators, Graduate Program Assistants - Department of Economics and Finance; Department of Management; Department of Marketing and Consumer Studies; School of Hospitality, Food and Tourism Management; Center for Business and Student Enterprise
* Research Chairs & Fellows
* Dean’s Office Professional Staff – Manager, Research and Partnerships; Manager Finance & Administration; Manager, Marketing & Communications; Professional Relations Manager, Business Career Development Centre; Assurance of Learning Administrator; Assistant to the ADR&G;

The Associate Dean, Research & Graduate Studies (ADR&G) provides strategic leadership and operational oversight and engagement in three key areas: Research, Graduate Programs and Liaison & Advocacy. Each of these areas is elaborated below:

## Research

The ADR&G provides strategic leadership in continuously raising the College’s research profile both within and outside the university, strengthening our research culture, growing resources and the scholarly activity of faculty and students, ensuring the broad-based dissemination of scholarly output, and demonstrating the relevance and impact of our collective work.

Key research-related operational priorities of the office include:

* Collaboratively developing CBE’s 5 year strategic research plan (2017-2022) in keeping with the evolving strengths and interests of the faculty and the University’s strategic renewal process
* Overseeing the assessment of CBE’s research activity for external/professional accreditation (AACSB)
* Providing input to IQAP regarding research productivity and potential, pertaining to each academic unit
* Reviewing and supporting (where appropriate) the establishment and effective operations of CBE research centres; ensuring compliance with University/Senate policy
* Identifying, encouraging and assisting with participation in external research funding opportunities (tri-council, OMAFRA, industry-partners); ensuring rigorous & timely internal processes for reviewing and enhancing grant applications
* Establishing and overseeing processes for disseminating internal grants; reviewing and advising on the appointments of CBE and University Research Chairs & Fellows
* Assisting faculty with an array of compliance, ethics and accountability issues, ensuring effective ongoing relationships with the Research Ethics Board and Office of Research
* Extending dissemination both within and beyond the university through such activity as: championing high-impact research projects, hosting research events, optimizing conference sponsorship; identifying stories for website development, social media, newsletters; conducting interviews with the press; enhancing the media capacity of faculty and students; speaking on behalf of the college at scholarly and industry events; celebrating research accomplishments
* Collaboratively establishing metrics for measuring research related performance and progress towards strategic priorities
* Chairing the CBE Research Advisory Council (RAC); review membership, clarify TOR‘s, establish goals, provide written feedback to members for T&P; ensuring effective bi-directional flow of information between academic units and Dean’s office
* Liaising with Office of Research, Representing CBE on the Research Services Sub-Committee (RSSC) and the Research Advisory Board (RAB).

## Graduate Programs

The ADR&G provides strategic leadership in ensuring innovation, quality assurance and growth in CBE’s research-focused graduate programs, as well as for improvements in internal structures and processes concerning program coordination, marketing and promotion, student support, and prospective applicant support.

Key graduate programs operational priorities include:

* Collaboratively developing and overseeing the implementation of CBE’s 5 year strategic plan for graduate programs (2017-2022); proposing enrollment targets, new program development, opportunities for quality enhancement, funding models, enhanced marketing and promotional activity, student and applicant support, internal structure and staff roles.
* Overseeing the assessment of CBE’s research-focused graduate programs for external/professional accreditation (AACSB)
* Providing input to IQAP regarding research-focused graduate programs, identifying opportunities for quality enhancement and ensuring implementation of commitments made within academic units
* In collaboration with academic units, prioritizing new programs for development, in keeping with faculty strengths and interests; ensuring adequate resources (propose financial arrangements for negotiation with Provost); overseeing, negotiating and tracking all governance processes including submissions to Senate, COU, MTCU
* Establishing processes in support of quality assurance, including the establishment of appropriate learning outcomes and assurance of learning measures for all research-focused graduate programs; providing oversight to CBE doctoral programs
* Ensuring effective marketing and promotional activity and liaising with Graduate Program Coordinators, establishing and ensuring CBE meets its annual enrolment targets; coordinating scholarships, grants and other financial support for students
* Coordinating with CBE Associate Dean Academic and Assistant Dean Executive Programs with respect to CBE’s course-based and executive graduate programs
* Tracking student progress, addressing student suggestions and concerns
* Addressing suspected cases of academic misconduct
* Chairing the CBE Graduate Council - review membership, clarify TOR‘s, establish goals, provide written feedback to members for T&P, ensuring bi-directional flow of information
* Chairing the CBE Graduate Awards Committee – review membership, clarify TOR’s, provide written feedback to members for T&P, ensuring bi-directional flow of information

## Liaison & Advocacy

The ADR&G is the external face of the College of Businessand Economics with respect to research and research-focused graduate programs. The ADR&G contributes to the reputation and effectiveness of the college through the establishment of effective relationships, collaboration and advocacy, with key individuals across the University of Guelph, including:

* Office of Research, Vice President Research
* Office of Graduate and Postdoctoral Studies, Assistant Vice President, Graduate Studies
* Fellow Associate Deans (Research and Graduate Studies)

In addition, the ADR&G represents the College’s research and research-focused graduate program interests with key stakeholders from external organizations that reflect the strategic priorities of the College, including alumni groups, academic associations, government groups, firms and industry associations, funders etc.

The position carries with it a full-time, tenured academic appointment at the rank of Associate Professor or Professor. The appointment as Associate Dean Research and Graduate Programs is typically for a five year term, renewable for a second term of up to five years.

## Candidate Qualifications

Ideal candidates for this position will be dynamic, innovative, engaged academics with an earned doctorate and an excellent scholarly and professional record in research (including the demonstrated ability to acquire research grants from traditional and non-traditional sources), and graduate programs (including effective graduate student supervision and experience with curriculum development) in one or more areas of interest to the College. They should also have a high regard for both quantitative and qualitative research methods and multiple forms of scholarship (discovery, integration, application, teaching & learning). A commitment to fostering “research with impact” through knowledge creation, translation and transfer, and to excellence and growth in graduate education is essential.

Candidates should also be aware of the broader shifts occurring in PSE and have the demonstrated ability to anticipate further change (opportunities and challenges), taking such into account in strategic planning, quality assurance and advocacy initiatives. They will also have demonstrated inspiring and trustworthy leadership, outstanding communication and interpersonal skills, an open and collegial style, and the ability to effectively champion and advocate for the college as well as the social sciences in general. He or she will also have the ability to resolve conflict, bringing a creative approach to opportunity generation and problem solving, the ability to inspire and support others, and the capacity to build and sustain positive relationships with all constituents. Experience with the press, demonstrated success in fundraising, and the ability to engage effectively with industry will all be considered a definite asset.

March 10, 2016