

Texas Tech University Health Sciences Center Job Description

Job Title: Associate Dean for Research, SOP	Job Code:
FLSA Status:	Division: Administration
Reports To: Dean, School of Pharmacy	
Prepared By: Thomas Thekkumkara, Ph.D.	Prepared Date: 9/2/04
Approved By: Dean, School of Pharmacy	Approved Date:

Summary: The Associate Dean for Research serves as the chief officer responsible for promoting investigator-initiated scholarship within the faculty. The associate dean for research facilitates basic science, translational, and clinical research within the school and in conjunction with other research institutions. The associate dean directs the faculty in planning and securing resources, evaluating and implementing activities for the research program, and managing the procurement of funds. The associate dean for research also serves as a School representative both internally and externally and actively participates in various Institutional planning, implementing, and evaluating research activities.

Essential Duties and Responsibilities: includes the following, with other duties that may be assigned by the Dean of the School of Pharmacy.

1. Directs the Office of the Associate Dean for Research at the School of Pharmacy.
2. Promotes basic and applied/translational research within the School of Pharmacy and with other research institutions.
3. Promotes clinical research within the School of Pharmacy and with other institutions, including all regional campuses of TTUHSC.
4. Works with the Dean and the Executive Committee to develop a strategic plan to support the growth of basic, translational and clinical research.
5. Establishes relationships with other faculty within the HSC, VAMC, and other institutions to promote development of the research program.
6. Fosters research by the School's faculty by maintaining a listing of funding opportunities, and by providing support to junior faculty on preparation of research grants.
7. Advises faculty on institutional guidelines for conducting research at the School of Pharmacy.
8. Advises and assists faculty on ACUC and IRB proposals, INDs, patenting, research contracts, and intellectual property.
9. Promotes the establishment and development of Centers of Research Excellence within the School.
10. Administers the School-wide programs to allocate research incentive funds including the Research Centers, Young Investigator Seed Grant Program, Centers of Excellence, Research Equipment Grants, etc.
11. Organizes seminars and workshops on research funding and "grantsmanship."
12. Organizes School-wide research seminars and symposiums to promote research collaborations within the School of Pharmacy
13. Serves on the Executive Committee of the School.

14. Serves as an ex officio member (appointed by the Dean) of the Research Advisory Committee.
15. Serves on professional/scientific association nationally.
16. Serves as a mentor for the junior faculty who need assistance to develop their own independent research program.
17. Maintains an active scholarship program.
18. Teaches in assigned courses.
19. Serves on School and Institutional committees.

Supervisory Responsibilities: Supervises staff within the Office of the Associate Dean for Research to facilitate faculty initiated research. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining employees who report directly to the Associate Dean for Research.

Education and/or Experience: Has an earned professional and/or graduate degree; ten years of relevant academic research experience with at least ___ years in an administrative position. Documented accomplishments in teaching, research, and service at a level to be appointed as a tenured professor in one of the academic departments of the School of Pharmacy.

Language Skills: Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from regulatory agencies, faculty, staff, students, members of the profession of pharmacy, and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of boards of directors.

Reasoning Abilities: Ability to define problems, collect data, establish facts, and draw valid conclusions to solve problems and plan initiatives. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

Other Qualifications: Demonstrated ethical behavior, professionalism, interpersonal skills, leadership and management abilities sufficient to effectively direct and develop faculty members and support staff. Knowledge of current professional trends in biomedical and clinical research and general knowledge of current trends in the professional practices of the health care system and a multi-campus health sciences university. Imminent knowledge of research practices in basic science and translational research opportunities available to School investigators, and procedures (both internal and external) dictating the proper conduct/ethical standards of research investigations. Effective interactions with other schools and departments within the TTUHSC and with external funding agencies and institutions with which School researchers collaborate.

Work Environment: Normal job functions performed within a standard office environment. Exposure to biomedical research laboratories. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.