



Subject : Amendment to Job Details- Associate Dean Research
Origin : Dr B Vale, Research Student Office

At the request of the Research and Enterprise Working Group Senate is requested to approve an amendment to the job description of the Associate Dean (Research) as outlined below.

Originally the Group recommended that the AD(R)'s job description should include a quality assurance role incorporating the approval of business relating to individual research students. Such business is currently approved by the existing team of AD(R)s. On further reflection, however, the Group recommends that in order to streamline the process, the Dean of the Graduate School, or their nominee, should consider all business requiring approval in relation to research students, for example the appointment of Examiners for research degrees, requests for extensions to submission deadlines and waivers of regulations. It is therefore recommended that the job description of the Associate Dean Research is amended accordingly with respect to paragraph 4 of the Responsibilities External to the School associated with the post.

Job Details: Associate Dean (Research)

Job Description

Role Purpose

To play an integral role in the University's research leadership, thereby contributing to strategic priorities in this core area.

To provide strategic and operational leadership in research for the School of *insert details*; responsible for maintaining and developing the School's excellence and international standing in research in line with the Institutional research strategy and Strategic Plan.

Responsibilities

External to the School

1. To contribute to institutional strategy in research and to represent the School in University research fora, notably Research Committee.
2. To work with the other Associate Deans (Research), colleagues in the Research Office, Graduate School, Registry and other support services to ensure that efficient practice in research and researcher development are shared across the University and promoted within the School.
3. To represent the School in the international and national academic and practitioner research communities, with the object of promoting the School and enhancing its status and esteem.

4. To contribute to the quality assurance process in respect of research degree programmes. ~~with particular reference to the consideration and approval of non standard admissions cases, the appointment of Examiners for research degree submissions, requests for extensions to submission deadlines and for leave of absence, chairing research degree appeal and academic misconduct hearings.~~

Within the School

1. To foster a research environment and culture that includes:
 - a. Supporting the Dean in maintaining an oversight of the Personal Research Planning process in collaboration with appropriate colleagues.
 - b. Generating an international reputation for research by recruiting, and successfully supervising, high quality PhD students, winning substantive research contracts, conducting internationally leading research, producing highly cited and respected output and disseminating and promoting that output via prominent international events and by other means.
 - c. Generating an international reputation for research student development, attracting high calibre home and international research students; generating an influential PGR and research alumni. Taking full advantage of the opportunities offered by the Graduate School.
 - d. Developing all research staff via appropriate training and PDR.
 - e. Setting and achieving research targets for the School, its sections, and all staff in line with those for the university.
 - f. Promoting collaborations in research with external bodies.
 - g. Creating an inclusive and equitable environment for research staff and students.
 - h. Promoting collegiality amongst all research staff and research students in the context of research and the overall school.

All of which is to be pursued to a level exemplifying internationally competitive standards.

2. To represent the School in research matters, at appropriate University decision-making bodies.
3. To undertake appeals/grievance/disciplinary issues related to research, as required.
4. To contribute a School perspective to the collegial development of the University.
5. To pursue his or her own research, scholarship, teaching and enterprise and contribute to the School's research and teaching programmes.
6. To work in a collaborative manner with the School Associate Dean for Teaching to ensure both a scholarly and research-informed approach to teaching excellence and excellence in research.
7. To advise the Dean on the support required for the effective conduct of the AD(R) role.
8. To engage in training programmes in the University consistent with the needs and aspirations of the post holder and the University.

3. Organisational Responsibility

Reports to:	Dean of School
Accountable to:	PVC(R) for AD(R) role
Responsible for:	None

Note

The workload model of the School will take full account of the duties and responsibilities of the ADR and will ensure time is available for the ADR to pursue his or her own research.

Person Specification

Job Title: Associate Dean (Research)
Grade: Senior Lecturer/Reader/Professor
School: *Insert details*

	Essential	Desirable	Stages in assessment
Leadership Experience	<p>Experience of leadership in research, at least at departmental level</p> <p>Experience of supporting staff engaged in research</p> <p>An understanding of issues facing the UK higher education sector, in relation to research</p>	<p>Experience of leading substantial research collaborations</p> <p>Engagement with national and international organisations in relation to research</p> <p>Experience of postgraduate research student admissions processes</p> <p>Experience of managing departmental resources in relation to research</p>	<p>1, 3 1. 3</p> <p>1, 3 1, 3 1, 3</p> <p>1, 3</p> <p>1, 3</p>
Research Experience	<p>Experience of supporting high quality research applications and interaction with the research office</p> <p>Experience of leading research projects</p> <p>Research of national/international standing in his or her field</p> <p>Experience of publishing research outcomes, securing research funding and postgraduate supervision</p>	<p>Experience of postgraduate research student admissions processes</p> <p>Experience of managing departmental resources in relation to research</p> <p>Experience of preparing submissions to the national research assessment exercise.</p>	<p>1, 3 1, 3</p> <p>1, 3 1, 3 1, 3</p> <p>1,3 1,3</p>
Skills and abilities	Interpersonal, communication and team working skills		3
Training	A willingness to undertake further		3

	training and personal development as appropriate and to adopt new procedures as and when required		
Education	Graduate in a relevant academic discipline.		1
	PhD in a relevant or cognate discipline		1
Other	To be an advocate for the mainstreaming of the University's Equal Opportunities policy in all aspects of School activities		3

Stages in assessment: 1. application form at shortlisting, 2. selection test, 3. interview

