
Assistant Dean, Research, School of Rehabilitation Science (SRS)

The Assistant Dean, Research is the SRS leader focused on promoting excellence in research. The Assistant Dean, Research works closely with the Vice Dean and Executive Director, School of Rehabilitation Science. on matters related to research.

Reporting Relationships:

The Assistant Dean, Research reports to the Vice Dean and Executive Director, School of Rehabilitation Science.

Duties and Responsibilities:

In addition to fulfilling the usual responsibilities of a faculty member in the SRS, the Assistant Dean, Research is expected to:

- Focus on promoting excellence in research within the School of Rehabilitation Science.
- Mentor and support faculty for their research and tenure and promotion.
- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility in order to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Facilitate and support pluralistic ways of knowing and ensure researchers are aware of, available EDI-IR supports and resources.
- Negotiate research buy-out when funding is secured, on behalf of the Vice Dean.
- Lead or steward the development of SRS-wide team grants or other such opportunities.
- Assist with fundraising for endowed research chairs.
- Oversee and prepare and sign letters of reference for applicants to various research chairs, positions, awards or funding opportunities, as appropriate on behalf of the Vice Dean.
- Be an integral part of the institutional vision towards establishing and maintaining a world-class focus in research that exemplifies the central values of the University, the Faculty of Health Sciences, and the School of Rehabilitation Science.
- Oversee the process for approval of graduate status for new faculty.
- Approve and sign relevant research forms on behalf of the Vice Dean.
- Support and mentor research staff associated with the SRS.
- Participate in advancement activities for the SRS.
- Undertake other tasks assigned by the Vice Dean

Committee Representation:

The Assistant Dean, Research will be a member of the following committees:

- School Leadership Committee (bi-weekly)
- SRS Research Committee (Chair) (bi-monthly)

- Tenure & Promotion (T&P) Committee (quarterly)
- Any other committees as assigned by the Vice Dean

In addition, the Assistant Dean, Research will be a member of relevant committees within the research portfolios at the Faculty, University, and/or Hospital level. These may include:

- Internal Boards within the University, Hospital Institutes, centers, and other research groups.
- Internal and/or external review panels for partner hospitals and/or the University.
- Advisory boards and committees focused on research.

Selection & Renewal Process

The individual will be selected by a selection committee, chaired by the Vice Dean and Executive Director, School of Rehabilitation Science, and will be appointed for a five-year term, renewable once, for a second term of up to five years, upon completion of a formal review process, that is consistent with School and Faculty standards.

Conditions of Appointment:

The Assistant Dean, Research will be a full-time tenured faculty member, with a primary appointment in the School of Rehabilitation Science who has made significant contributions to the body of scholarship in their focused area of research expertise.

This position is 0.4 FTE and includes a role-based stipend and administrative support.

Review Schedule:

This policy is scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2028/29 academic year.

Most recent approvals: SRS Council: September 2023; FHS Faculty Executive: September 8, 2023.

General Policy Inquiries: **School of Rehabilitation Science (vdeansrs@mcmaster.ca)**

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