POSITION DESCRIPTION

Reporting to the Vice-President (Research), the Associate Vice-President (Research) and Dean, Faculty of Graduate Studies and Research, (AVPRD) provides leadership, management and administration to the Faculty of Graduate Studies and Research and to the Office of the Vice-President (Research). In collaboration and consultation with the Vice-President (Research), the AVPRD also oversees the University of Regina Research Centres, Institutes and post doc fellows.

Accountabilities:

- The AVPRD will provide academic leadership to develop innovative flexible learning programs and enhanced Graduate Studies and Research enrolment and expansion aimed at further enhancing a diverse and inclusive graduate community.
- The AVPRD will lead the management of the graduate awards program, serve as an advocate for graduate education and ensure the graduate program is aligned with University priorities. A key role in the administration of Graduate Studies and Research will be to review, propose and implement changes/revisions to policies and procedures to improve the operation of graduate programs and graduate student success. This will be done to enhance the University’s ability to attract and retain excellent graduate students.
- In collaboration with key University stakeholders, provides senior level policy and process recommendations related to the graduate student enterprise.
- Working in consultation with the Office of the Vice-President (Research), Deans, Research Centre Directors and Institutes and Research Chairs, the Office of the Vice-President Academic and Provost, and others this position will develop and implement initiatives designed to further diversify and expand research opportunities, interdisciplinary collaboration and partnerships aligned with the Strategic Research Plan objectives.
- Enhance the University of Regina’s success in obtaining research and development funding in terms of number and quality of proposals, scope of faculty research and scholarship, and funded faculty.
- Working in collaboration with University leadership, facilitate and implement key initiatives to expand and promote undergraduate research endeavors and accomplishments.
- Facilitate networking, mentoring and research partnerships across disciplines and provide opportunities for faculty research skills development.
- Continually review national and international agencies and foundations to identify potential sources of funding support for faculty, students and doctoral students.
- Serve as a resource for University of Regina researchers to effectively apply and obtain grants and contracts.
- Provide leadership, direction and management to the staff of the Faculty of Graduate Studies and Research.
- Responsible for the overall budget of the Faculty of Graduate Studies and Research.
- Develop process improvements for the Faculty of Graduate Studies and Research based upon reviews undertaken regarding the operations of the Faculty.
• Serve as a member of various University committees as directed by the Vice-President (Research)

Requirements:

• Tenured academic appointment at the University of Regina
• Successful record of teaching and research
• Significant knowledge of University research policies and practices
• A demonstrated ability to communicate and develop collaborative relationships with diverse range and varied levels of professionals, faculty, staff and students to support and promote the success of Graduate Studies and the university research enterprise
• Demonstrated ability in administrative and financial management characterized by a strong work ethic and a commitment to a team orientation
• A deep knowledge of and experience with competitive grant funded research and research compliance is required as well as possession of sound understanding of university processes, organizational and governance structures, and policies
• The successful candidate will demonstrate substantive knowledge, enthusiasm, and success in supporting faculty and students, and fostering diversity in the graduate curriculum, faculty and programming.

Term and pay grade
• Normally 5 years
• Out-of-scope pay grade 13 ($141,717 to $212,576)

To apply for this position, applicants should submit a detailed cover letter addressing how their qualifications and experiences meet the expectations and requirements for this position, an updated curriculum vitae. Reference letters will be requested from short-listed candidates only. Applications, nominations, and inquiries should be submitted to: vp.research@uregina.ca