

## **Definition of Key Roles and Responsibilities**

**Role:**            **Associate Dean (Research)**

### **Summary of Position Description**

The Associate Dean (Research) is responsible for providing leadership within the Business School in respect of all aspects of research and research training activity. This includes strategic planning and policy formulation in relation to building the School's research capacity and performance; the monitoring of research and research training activity and performance within the School; implementing policies and practices designed to improve research capacity and performance within the School; implementing procedures to ensure the effective supervision and training of higher-degree-by-research students; and providing regular advice to the Dean and Faculty about issues relating to research in the Business School. In addition, the Associate Dean (Research) is expected to foster activities designed to promote increased awareness of the School's research achievements within the scholarly and business communities, both nationally and internationally.

### **Key Responsibility/Accountability Areas**

Specifically, the responsibilities of the Associate Dean (Research) will include:

- Providing regular reports to the Dean and Faculty on the overall research profile of the Business School, including key metrics for research performance;
- In consultation with Faculty, overseeing the preparation of a Research & Research Training Operational Priorities Plan for the Business School and advising the Dean on strategies to improve the Business School research profile;
- Advising the Dean on the use of Business School research funds;
- In conjunction with the Business School Higher Degrees Committee, coordinating the administration of all aspects of enrolment, candidature and examination for graduate research students, specifically Masters by Research, DBA and PhD candidates;
- Directing and coordinating the DBA program;
- Providing a focal point for graduate research students, including facilitating orientation into the School, providing ongoing information about available resources and sources of assistance, providing confidential counsel to candidates and supervisors, and playing an active role in resolving grievances;
- Serving as Chair of the Business School Research Committee and the Business School Higher Degrees Committee, and representing the Business School on the Research Committee of the University;
- Ensuring that School-based support mechanisms for early career researchers are developed and implemented;
- Arranging mentoring for Business School staff in research;

## DRAFT – FOR FACULTY COMMENT

- Promoting awareness of relevant codes of conduct, OH&S, and ethics requirements;
- Communicating and consulting with other Faculties concerning inter-disciplinary research efforts;
- Undertaking other activities as determined through consultation with the Dean and the Deputy Vice-Chancellor (Research & Innovation);
- Acting for the Dean on Management Committees or Boards of UWA Research Centres, as determined through consultation with the Dean and the Pro-Vice-Chancellor (Research & Innovation).
- Maintaining web-based resources for internal and external communication of information relating to research activity and achievements of the Business School
- Overseeing the management of a program of distinguished visiting professors for the Business School.

### **Success Criteria**

Success will be measured against objectives defined in the Business School's Research & Research Training Operational Priorities Plan.

### **Direct Reports**

A Research Development Officer (0.4 FTE).

### **Shared Resources**

Identify those functions/roles which this position is dependent on that reside out of this function and describe how a mechanism of sharing/coordinating these resources. If a matrix management situation is envisaged, then outline the matrix. Also, identify the anticipated admin support requirements within this function.

### **Major Interface Points within the Faculty**

The Associate Dean (Research) will report to the Dean and to Faculty on matters to do with research policy and practice as they affect the Business School. S/he will also chair bi-monthly meetings of a School Research Committee, and need to have an effective means of liaising with Discipline Groups in respect of the management of higher degree by research students

### **Critical Success Factors**

Increased pool of 'un-tied' funds to support research-related activity within the School.

## **Business School Research Committee**

### **Purpose**

To provide advice to the Dean and the Faculty on:

- the research and research training elements in the Business School operational priorities plan;
- policy and practices in respect of research and research training within the School;
- factors affecting the performance of the Business School in respect of research and research training;
- the allocation of resources to support research and research training

### **Membership**

- Dean (or nominee)
- Associate Dean - Research (as Chair)
- Six members of the academic research and teaching staff, nominated by discipline groups and appointed by Faculty
- One member of the research staff of the School nominated by discipline groups and appointed by Faculty
- One postgraduate research student enrolled in the School elected annually by and from the Postgraduate Students' Association
- Faculty Manager

### **Terms of appointment**

Faculty appointments to be made by election, for a term of two years. In the first instance, half of those appointments will be made for a twelve month period.

### **Meetings**

Six meetings per year. Meetings to be held bi-monthly, in March, May, July, September and November.

## **Business School Higher Degrees Committee**

### **Purpose**

To oversee the administration of all aspects of higher degree by research enrolment, candidature and examination, including the approval of initial enrolment, supervisory arrangements, candidature, progress reports and the appointment of examiners; To rank applications for research scholarships.

### **Membership**

- Dean (or nominee)
- Associate Dean – Research (as Chair)
- Pro Vice-Chancellor (Research and Research Training) or nominee (ex officio)
- Three members from the Business School Research Committee

### **Terms of appointment**

Two years.

### **Meetings**

Monthly,