

Position Description: COEHD Associate Dean of Research & Faculty Development

Reporting to the Dean, and serving as a member of the COEHD senior leadership team, the Associate Dean of Research and Faculty Development will work closely with COEHD, University, and community stakeholders (e.g., faculty, students, research and community-based center directors, research support staff, public school leaders, schools, business, foundations, and community agency directors) to enhance all aspects of the College's research efforts with particular emphasis on ongoing faculty development and support, community-engaged research, and externally funded research and development. Additionally, the Associate Dean of Research and Faculty Development will develop and advance innovative collaborative research opportunities with other Colleges and units at UTSA, e.g. COE, COS, COLFA, COPP, Research Units, etc.

Responsibilities

In addition to fulfilling the responsibilities of a faculty member in one of the College's academic departments, as negotiated with the Dean and the Department Chair (i.e. teaching 1:1, service, DFRAC, DAPCC, supervision of doctoral students), the Associate Dean of Research and Faculty Development will be responsible for the following:

- Serve as Internal/External COEHD Representative
 - Represent the COEHD in campus and community meetings related to research and faculty development.
 - Serve as liaison between the COEHD and Office of the Vice President for Research (VPR).
 - Oversee and serve as an ex officio member of COEHD research and faculty development focused committees to facilitate ongoing COEHD faculty, student, and staff development with an emphasis on research skills development and enhancement.
- Strategic Planning and Reporting
 - Work closely with the Office of the Vice President for Research (VPR) to implement strategic research initiatives.
 - Work closely with the COEHD Dean, Senior Grant Development Coordinator, research and faculty development focused committees, and other Associate Deans to develop, implement and track measures for a strategic research plan to increase COEHD research expenditures and overall faculty productivity.
 - Ensure the COEHD's research and scholarship goals and activities align with the institution's research strategic plan and Presidential initiatives.
 - Enhance the COEHD's success rate for obtaining sponsored research and development grants in terms of number and quality of proposals, increased yield rates, scope of faculty research and scholarship, and funded faculty.
 - Enhance number of doctoral students fully funded by faculty sponsored projects (develop metrics with yearly increase in numbers).

- Building COEHD Reputation and Research Collaborations
 - Foster innovative and fundable research collaborations with other UTSA units and external groups, including community and regional partners.
 - Work collaboratively with COEHD Associate Deans, Department Chairs, and Organized Research Unit Directors to develop new research collaborations and support resources that enhance the COEHD's national and international recognition as a center of excellence in education research and knowledge transfer.
 - Work collaboratively with the Office of Government Relations and other stakeholders to enhance the COEHD's influence in education policy and field leadership matters at the federal, state, and local levels.
 - Foster effective partnerships with local, state, and national professional associations and organizations to promote the COEHD's mission and national reputation.
 - Build working relationships and research partnerships with state, national, and international sponsors by facilitating faculty communication and interaction with funders.

- Faculty Mentorship and Development
 - Facilitate and enhance faculty mentoring and development (small group, individual, and other regular meetings).
 - Ensure faculty participation in the New Faculty Institute and other Faculty Center and VPR-supported research development opportunities.
 - Work with the Dean and Departments on the COEHD's faculty evaluation protocol.
 - Provide consultation to research-active faculty and Ph.D. students regarding preparation of research proposals and potential funding sources.

- Administration
 - Ensure that all COEHD research-related activities are compliant with applicable College, UTSA, UT System, state and federal policies and procedures.
 - Oversee operations of the COEHD Research Service Center (RSC).
 - Coordinate activities for the triangulated team of the COEHD RSC, Grant Development, and Development staff through monthly meetings, collaborative initiatives, and regular faculty development initiatives.
 - Develop initiatives that enhance the COEHD's research culture and foster innovation and interdisciplinary collaboration, increased faculty achievement, and research engagement.
 - Ensure COEHD policies and procedures facilitate ongoing faculty research and development.
 - Develop, in conjunction with the Associate Dean for Undergraduate and Associate Dean for Graduate Studies new opportunities for faculty supported student research.
 - Report on research and faculty development metrics at monthly COEHD Associate Deans meetings, 1:1 meetings, college-wide and other related administrative meetings.

- Monitor funding opportunities available through public and private organizations to identify potential sources of programmatic funding support for faculty, staff, and doctoral students.
- Facilitate distribution of internal COEHD seed funds to facilitate ongoing research activities (e.g., pilot studies, skill development, and dissemination).