

**Duties of Assistant Dean (Graduate & Post-Doctoral Studies)  
Faculty of Science**

**OVERVIEW**

The main responsibility is for overall leadership in graduate education and post-doctoral studies in science. This takes the form of both planning as well as enacting plans. In some areas (e.g. graduate enrolment and post-doc complement, program and student/post-doc development) this means forming a vision for stable growth and assembling the necessary resources to achieve the targets. In other areas (e.g. student funding), a role of facilitation is needed to ensure the continuation of a healthy, viable and competitive graduate/post-doc enterprise. These facets of the position are carried out in the following specific activities.

**GRADUATE**

Planning

- Responsibility for all graduate-related items in FoS budget (writing UPIFs, PASFs, graduate enrolment planning and related budget modeling) and championing these items in the competitive ranking of Faculty budgetary priorities
- Responsibility for all graduate-related items in FoS Academic Plan

Liaison

- Chief liaison for FoS with SGPS (specifically with Vice-Provost, Associate Vice-Provost, Director of Administration, Recruitment and Retention Coordinator) regarding graduate student funding, recruitment and policy.
- Liaison with departmental Graduate Chairs and their Graduate Assistants in the FoS departments. Some liaison re intra-Faculty and inter-Faculty graduate programs.

Committee Membership

- Chair monthly Council of Graduate Chairs in Science meetings
- Member of SGPS Graduate Education Council
- Member of sub-committee(s) of GEC (e.g. Graduate Program Appraisals and Review committee)
- FoS representative for new graduate programs (within FoS and those in which FoS participates)
- Member of Steering Committees for interdisciplinary programs

### Student Recruitment, Training and Funding

- Leadership initiatives with respect to all aspects of graduate expansion in FoS including recruitment (organizing FoS events and FoS representation at Univ events), oversight of advertising print materials, and securing funds for these activities through the annual budgeting process
- Responsibility for allocation of SGPS-*holdback funds* within FoS as recruitment scholarships and as one-time funding initiatives. Allocation of other SGPS recruitment funds.
- Review/rank graduate awards allocations (e.g. Vanier Scholarship, Western Graduate Thesis Research Awards, Lumsden awards, Uchida Awards, etc).
- Leadership in graduate TA training (e.g. STAT program)
- Development of career services; career planning

### Program Initiation and Periodic Review

- Review all OCGS Briefs for Standard Appraisal and Periodic Appraisal of all graduate programs in Faculty of Science; meet with OCGS consultants
- Facilitate new program development

### **POST-DOCTORAL**

- Engender a sense of intellectual community and collective voice among post-docs
- Liaison between Departments and SGPS on post-doctoral matters
- Provide a structure for organized gatherings to exchange ideas

### **OTHER**

- Assist Associate Dean Research (ADR) in some duties (e.g. review/rank ADF (small + large) grant applications; MRI-PDF; ERA; Faculty Scholar, etc)
- Act as alternate for ADR on some committees (Health Research Council, sign off on ROLA).
- Participate with Assoc Deans in FoS budget preparation (meeting with individual Depts; ranking UPIFs, PASFs, RISFs, etc.)
- Participate with Assoc Deans in FoS Academic Plan preparation
- Participate in annual interviews for Probationary Faculty
- Participate in semi-monthly Asst/Assoc Deans meetings
- Participate in monthly Department Chairs meetings
- Other relevant duties as assigned by the Dean