

**Nipissing University**  
**POSITION DESCRIPTION**

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| <b>POSITION TITLE:</b> | Associate Vice-President, Research, Innovation and Graduate Studies |
| <b>TERM:</b>           | Five Year Contract (Renewable)                                      |
| <b>SALARY LEVEL:</b>   | Executive   |
| <b>SUPERVISOR:</b>     | Provost and Vice-President, Academic                                |
| <b>DATE:</b>           | January 2024  |

**SUMMARY OF FUNCTIONS:**

Reporting to the Provost, Vice President Academic, the Associate Vice-President, Research, Innovation and Graduate Studies plays a key role in developing research policy, advancing innovative research, and fostering excellence in graduate and postdoctoral education, as well as working externally with industry and community partners, government agencies and granting councils, foundations, and other research institutions to grow Nipissing's research enterprise and identify future opportunities. The Associate Vice-President will work with the Manager of Research and Innovation to establish goals and to ensure the realization of all objectives related to commercialization and industry partnerships in the strategic research planning documents.

**DUTIES & RESPONSIBILITIES:**

**RESEARCH**

- Oversee the development and implementation of the Strategic Research Plan
- Support, promote, and celebrate the vibrant, growing research enterprise
- Work with the VPA to support development of policies and procedures for postdoctoral fellowships and visiting scholars
- Create opportunities for faculty members to develop successful research careers by maximizing support for internal and external research funding opportunities
- Play a critical role in maintaining a strong and positive relationship with the national granting agencies, including developing submissions for institutional grants (e.g., SSHRC Institutional Grants, CFI)
- Facilitate the submission and management of external grants for faculty members.
- Administer internal research grant competitions
- Facilitate research outcomes reporting (e.g., RSF, Tri-Agency grants, Internal Grants)
- Develop and maintain productive relationships with research partner organizations, participate in policymaking, and promote Nipissing's research profile regionally, nationally, and internationally
- Work closely with Library staff and Research Data Management Committee on developing and implementing research policies, training, and guidelines related to Research Data Management
- Work collaboratively with the Research Accountant, (pre and post award), and the Faculty Deans
- Work collaboratively with External Relations to promote research and enhance industry connections

- Develop research support programs that provide mentorship for researchers on grant writing, the development of knowledge translation skills, and peer-review and mentoring opportunities on campus
- Manage Nipissing's participation in Federal funding programs such as the Canadian Foundation for Innovation (CFI), Canada Research Chairs (CRC) Programs, and the Research Support Fund (RSF)
- Responsible for the administration of NSERC USRAs
- Oversee the CRC nomination and renewal application processes and lead the development of the institutional equity, diversity and inclusion action plan and annual progress reports for submission to the CRC EDI Program Office
- Oversee and work with all research centres and institutes, helping to enhance research and educational capabilities. Meeting regularly with the **Deans and** Directors, the Associate Vice-President will assist in identifying synergies and multidisciplinary opportunities, provide support for promotion and outreach, receive and collate information, reports, and oversee compliance with university policies.
- Responsible for the development, promotion, and management of various research infrastructure projects on campus.
- Responsible for reviewing and approving applications for Adjunct Professor Research Affiliate status.
- Play a critical role in collaboration with the Office of Indigenous Initiatives and the Research Ethics Board to support a strong indigenous ethics process
- Work collaboratively with Finance and the Research Accountant to ensure the deployment of grants are completed in a timely and efficient manner
- Provide support for faculty in the administration of the grants
- Assess current research landscape to champion changes
- Responsible for building strong research culture and commitment to highlight the relevance of regional Indigenous knowledge, history, and perspectives in relation to the national and international environment
- Board approved signing authority over research grants

## INNOVATION

- Oversee Nipissing's participation in contract research and regional economic development, including facilitating industry engagement and commercialization activities
- Support the development of policy and processes related to research equipment and research space management
- Work with the Manager of Research & Innovation to set and reach targets annually to increase the number of industry partnerships and the amount of industry funding for the University
- Recommend to the Vice-President Academic policies governing Nipissing's involvement in contract research, management of intellectual property, and the establishment of partnerships and relationships with industry, government, and community groups.
- Develop programs to support technology transfer activities
- Oversee development and implementation of policies, practices, and reporting to support Nipissing's Annual Commercialization Plan.
- Responsible for promoting indigenous research as an innovative stream of research internationally and nationally

## GRADUATE STUDIES

- Responsible for the operations and financial management of Research and Graduate Studies, including the supervision, hiring, and evaluation of office staff
- Responsible for administering and promoting graduate programs at Nipissing University.
- Identify potential for new graduate programming and credentials.
- Oversee the admission of graduate students and the award of scholarships and graduate assistantships within graduate programs.
- Responsible for the administration of graduate thesis defense committees and related thesis guidelines and procedures.
- Responsible for reviewing and approving applications for Graduate Faculty status.
- Responsible for ensuring student success and for advocating for the support of Graduate programs and students

## ADMINISTRATIVE

- Act as a key member of university committees by providing guidance on strategic academic direction, programs, methods and processes (i.e. Provost Council, Senate, Senate Executive, CAF, Graduate Studies Council, Space Planning Committee, AQAPC, NUICE)
- Act as the Chair of the Senate Research Committee
- As required, act as a key member of the Animal Care Facility by overseeing operations and compliance.
- Facilitate recruitment and retention of research administration staff, foster staff development, lead organizational change related to research administration, and promote innovation and excellence in the delivery of services, all in support of the research mandate of the University
- Responsible for the oversight of the research administrative budget
- Evaluate research processes and programs to maintain high level of quality assurance and modify processes as required

## QUALIFICATIONS:

**Education:** A minimum of a doctoral degree is required in a discipline appropriate for an academic appointment at the rank of Associate or Full Professor level. This position will hold a tenured position following the appointment.

***Training and/or experience may be substituted for formal academic training at the discretion of the University***

### **Training & Experience:**

- At least five to seven years of directly related experience.
- Distinguished academic background, including strong research productivity and a record of promoting research and scholarship
- Significant administrative experience and accomplishments, a thorough grasp of issues in post-secondary education, and the ability to work collegially and communicate effectively in a university setting

- Understanding of research policies and procedures, and experience with securing and managing internal and external research funding
- Strong portfolio of achievements in research
- Experience in building the portfolios of commercialization and innovation in a university environment.

**Knowledge/Skills/Abilities required:**

- Understanding of and experience with best practices in working in a good way with Indigenous communities
- Comprehensive knowledge of the university research-funding environment and of key research programs and funding agencies at the provincial, federal, and international levels.
- Ability to supervise personnel and to work effectively as a team member
- Ability to provide direction and support for the University research agenda and promote greater awareness of research funding opportunities, document and publicize University research activities, and foster internal and external research collaborations
- Familiarity and experience with graduate programs and supervising graduate students
- Ability to foster and maintain relationships among disparate stakeholders (internal and external) using good judgment, tact, diplomacy, and discretion.
- Excellent oral, written and presentation skills
- A demonstrated commitment to a collaborative and consultative style of leadership that reflects the complexity of the governance and multiple stakeholders in the university environment and external stakeholders
- Entrepreneurial expertise demonstrating ability to develop plans and strategies that will help achieve research goals
- Experience with technology transfer
- Knowledge of Intellectual Property and patents

**POSITION RELATIONSHIPS:**

**Supervised by:** Provost and Vice-President, Academic

**Employees Supervised:**

- Manager of Research and Innovation
- Rare Dementia Support Services Manager
- Associate Dean, Graduate Studies
- Graduate Studies Coordinator

**Interpersonal/External Relationships:**

- Faculty, Students (including NUSU), and Staff
- Members of the Research and Innovation Office
- All internal departments
- All members of the leadership team
- Visiting scholars and students
- Research Ethics Boards
- Government representatives (municipal, provincial, federal)
- All Funding Agencies

- Tri Council Agencies
- NGOs
- Industry
- Other universities and community organizations

#### **MATERIALS UTILIZED:**

Computer, telephone, policy and procedures manuals, collective agreements, guidelines, various relevant legislation

#### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- A high level of mental and visual concentration when reviewing and analyzing documents and budgets, reviewing information for details and accuracy, writing reports and papers, negotiating, chairing meetings, etc.
- Many of the duties and responsibilities are required to be completed within tight time frames; or they are of a strategic nature and are developed over several years using a disciplined planning process
- Frequently required to work periods of substantial overtime, with some travel for committee work and membership in external organizations