

*Associate Dean for Research*  
*USC Suzanne Dworak-Peck School of Social Work*

The Associate Dean for Research advances the research mission of the USC Suzanne Dworak-Peck School of Social Work by leading the Office of Research Affairs, leading efforts to promote collaborative interdisciplinary and translational research within and across schools, and supporting early- and mid-career faculty engaged in research.

The Associate Dean for Research reports to the Dean and serves as a member of the Dean's senior leadership team. The Associate Dean for Research works collaboratively with all senior leaders and other executives of the school to promote and advance innovative and high-impact research within the school and effective communication among faculty engaged in research.

The Associate Dean for Research provides oversight to the Office of Research Administration to facilitate the delivery of high-quality services throughout the grant cycle, from pre-award submissions to post-award grants management, and works closely with the Senior Business Officer in managing operations. This includes support of various research functions, such as oversight of research infrastructure and core facilities, assessment of research space allocation in consultation with the space committee, and recommendations regarding bridge funding requests.

The duties and responsibilities of the Associate Dean for Research include, but may not be limited to, the following:

- Oversees the evaluation, staffing, and budgeting needs of the Office of Research Administration; reallocating and reassignment of funds and staffing to meet the School's research mission.
- Supervises the Office of Research Administration to facilitate research grant submissions, identify funding agencies and funding opportunities, and tracks performance metrics for the school's research community (e.g., grant submission by funder, grant awards and funding, funded PIs, trends, etc.).

In regards to Research Advancement:

- Supports and develops collaborative, interdisciplinary, and translational research by diverse mechanisms throughout the school.
- In coordination with the school's senior leaders, provides research education for faculty and staff engaged in research (e.g., workshops, research seminars).
- Oversees and convenes the school's Research Advisory Board, including appointments of the chair and board members to ensure appropriate representation and expertise.
- Oversees research infrastructure and core facilities, space allocation, re-allocation, and assignments, in consultation with the school's Research Advisory Board

- Develops and manages the budget to support research functions, including seminars/workshops, research infrastructure (e.g., purchase of shared software), service contracts, and bridge funding.
- Makes recommendations to the Dean regarding bridge funding requests submitted to the school.
- Work with the Dean and senior leadership to establish duties and expectations for research/tenure-track faculty.
- Work with faculty mentoring committees to ensure progression of early- and mid-level faculty engaged in research and ensure a strong and vibrant culture of mentoring.
- Supports and promotes the recruitment, development, and retention of top research talent with the School.
- Represents the school in university committees as the Associate Dean of Research and communicates university information to senior leadership, faculty, and staff.
- Participates in strategic planning for the school and supports the Dean in fundraising initiatives.
- Keeps the Dean and the senior leadership team informed of all emergent issues in a timely fashion.
- Performs additional tasks and responsibilities as assigned by the Dean.

#### Misconduct

- The Associate Dean for Research may be called upon to assist Dean in coordination of the response to allegations of scientific misconduct by faculty and/or to ensure that these matters are addressed expeditiously.