

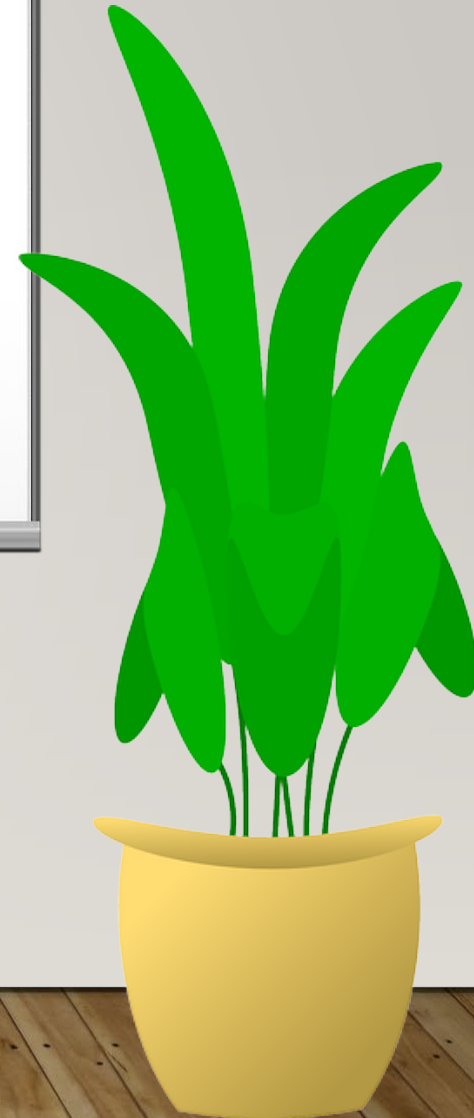
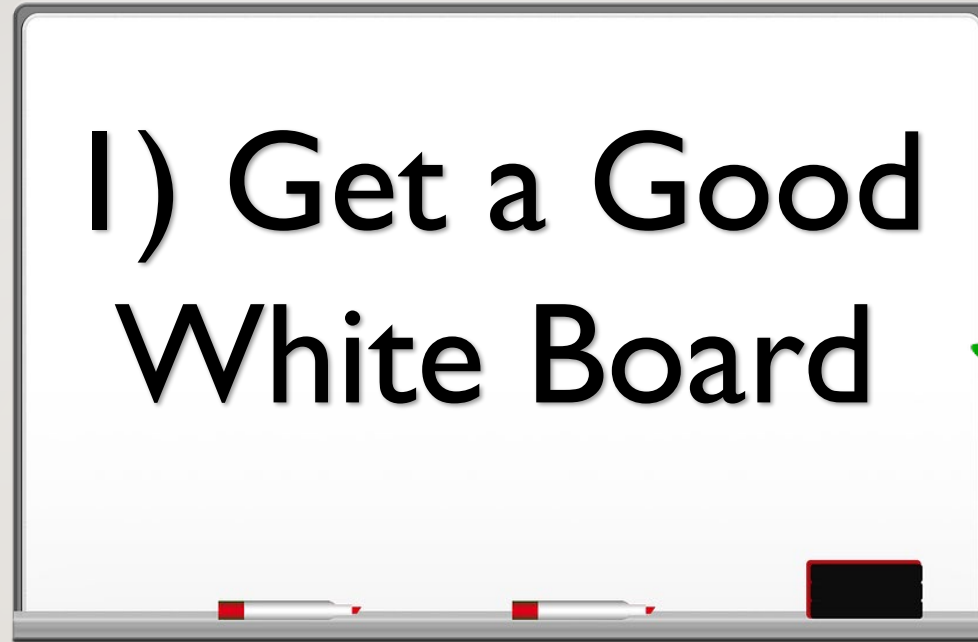
# TIPS FOR ASSOCIATE DEANS

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“A DAY IN THE LIFE OF A RESEARCH LEADER – LESSONS LEARNED”



**I) Get a Good  
White Board**



## 2) Understand Your Role



# I AM RESPONSIBLE FOR:

- Research proposal submission
- Research proposal development
- Pre-proposal research development for single PIs and/or multidisciplinary teams
- Development of new research involving corporations, foundations and/or new government sources
- Collaboration with campus research office, development office and/or other colleges' research offices
- Mentoring/Training of new faculty members with respect to research success
- Management of college-level research seed funds
- Management of cost-sharing arrangements
- Management of conflict-of-interest matters
- Research-related compliance and/or Research-related financial compliance
- Laboratory safety compliance and culture
- Research-related data management solutions
- Data acquisition and reporting for the annual ASEE report and ranking entities
- Capital and Renovation construction projects
- Allocation and management of research laboratory space

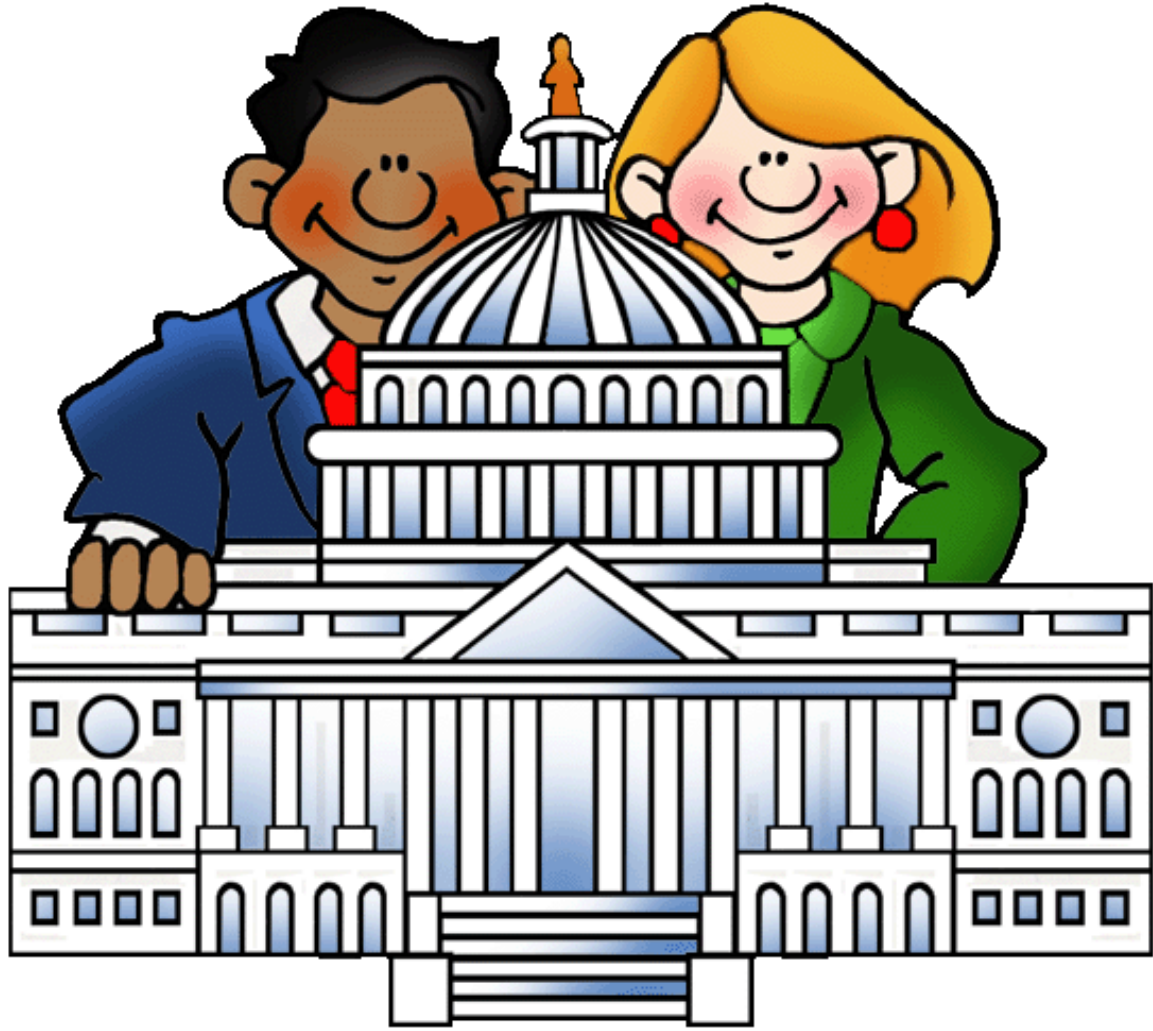
# I AM RESPONSIBLE FOR:

- Startup funds negotiations and management
- Graduate curriculum, student policies and procedures, and/or scholar exchange programs
- Graduate student diversity
- Allocation of funds for graduate student recruitment and positions
- Faculty retention, tenure and promotion reviews for the College

- **ANYTHING ELSE  
THAT COMES UP  
AND GETS  
DROPPED IN MY  
LAP THROUGHOUT  
THE YEAR**

**3) Throw out the  
White Board**





4) Make Friends  
with other  
Associate Deans,  
and Enjoy the  
Job!

# SESSION PLAN

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- Sharing of sample lessons learned by the moderators
- Table based working group activity
- Report back and summary
  - Each table must share two selected lessons learned from experience
    - An example of something that went well and led to a positive outcome
    - A negative or comical example that led to valuable learning

