

TEAM COKER – TEASTER PLAN FOR JOB SHARING: CPH ASSOCIATE DEAN FOR RESEARCH

Duties / Responsibilities	Tasks / Activities to Address Duties	Coker	Teaster
I. Catalyzing Research			
A. Guiding CPH faculty to potential research collaborators B. Organizing (pulling folks together) research teams to respond to specific opportunities	Set up brown bags to train faculty and staff on how to identify RFAs, get to know other researchers across campus, learn about changes to NIH / CDC applications, how to get published, how to get grants, identify UK strengths and KY challenges for targeted research	X	X
C. Mentoring junior CPH faculty; routine meetings (2-3 times per year)	Set up mentoring teams for all interested junior and particularly those new to UK within the past 3 years. Mentoring includes meeting with team (CPH and other researchers) quarterly. Junior faculty would be responsible for developing a strategic and time framed academic portfolio for themselves over the next three years to include courses they plan to teach and when, manuscripts to develop with dates of development and submissions, and grant development and submission schedules. Mentoring team would review the plan and progress, provide input and suggestions and help make connections with other related researchers across UK and elsewhere as needed.	X	X
D. Identifying resource needs to help move faculty research programs forward (pilot \$, grant writing help, etc); should we implement these, guiding/directing/administering them	Develop a pilot project program that 1) was strictly for unfunded (and junior) faculty, 2) with a specific and feasible plan to turn pilot data into a R01 submission within 2 years. Suggest two grants a year at \$25,000 each. Need a review of investigators who have served on NIH / CDC review panels	AC for planning call; reviewing with team	PBT for administering and evaluation
II. Tasks Relevant to Research			
A. Monitoring research productivity; grants and publications. Developing routine reports to provide productivity summaries	Will need database management support		PBT
B. Providing guidance on IRB, research conduct, and related information to faculty, staff and students	Covered with IRB staff and as part of Brown Bag and classes		PBT
C. Responsible for reviewing and signing all research related forms for faculty, staff and students	Will need administrative support, preferably someone with editing skills, as well as computer skills to help with submitting electronic versions of grants, need time frame schedules for faculty		PBT
D. Participating in the leadership of the College; budget management, assessment, strategic planning etc		AC for strategic planning Both for leadership	PBT for budget management, assessment Both for leadership
III. Meetings			
A. Internal to CPH	Deans Meeting-Weekly, including all process work; budget, etc.		PBT
	Admin Council-monthly	AC backup	PBT primary
	Mentoring meetings-junior faculty-quarterly	Both	Both
B. External to CPH	VP Research monthly meeting	AC primary	PBT backup