The Senior Associate for Academic Affairs serves as a strategic and policy advisor to the faculty and Dean of the CU School of Medicine. This position is a member of the senior leadership team reporting to the Dean. This individual is responsible for leading and serving as an advocate for the school’s research enterprise and faculty affairs; oversees associate deans for faculty affairs, research development, research affairs, research education, Director MSTP (Medical Scientist Training Program MD/PhD) and is responsible for space management within the School of Medicine. This position also has administrative oversight for the School of Medicine Office of Professionalism and related activities. The Senior Associate Dean for Academic Affairs represents the Dean as needed and other activities as requested by the Dean.

This position is 0.5 – 0.75 FTE exempt position within the School of Medicine. The Senior Associate Dean for Academic Affairs must be an experienced member of the SOM faculty with a track record of excellent project and professional management skills, ability to mediate difficult topics, and have expert knowledge of School and University policies and procedures for faculty affairs, research, space and a global understanding of core School principles. Additionally the person in this position needs to understand major affiliate relationships and connections to the School.

Areas of responsibility under the Office of Academic Affairs include:

- **Research Development**
  - Research Advisory Committee (RAC)
  - Strategic Infrastructure for Research Committee (SIRC)
  - Clinical Translational Research Advisory Committee (CTRAC)
  - Bridge Funding
- **Research Affairs**
  - Research Funding Opportunities
  - Clinical Research Trials
- **Faculty Affairs**
  - Promotions and Tenure
  - Faculty Appointments and Performance Reviews
  - Faculty Development
  - Rules and Policies
- **Space and Facilities**
- **Medical Scientist Training Program (MSTP)**
- **Associate Dean for Research Education**
- **Office of Professionalism**
The following items list more details of some items identified above:

- Position has a relationship with the Vice Chancellor for Research and represents the School in research and space issues involving the School of Medicine.
- Academic Affairs office is responsible for assuring the sub-units of the School have completed the annual space inventory system data entry.
- Responsible for oversight of the Research Development office processes, which include Associate Dean for Research Development, the SIRC (Strategic Infrastructure for Research Committee) and School of Medicine Bridge committee process and makes recommendations for final consideration by the Dean of the School of Medicine.
- Responsible for supervision of the Associate Dean of Research Affairs and oversight of the Research Affairs office processes, which include managing the grant- and contract-routing processes prior to submission to Office of Grants and Contracts, the indirect cost (F/A) waiver request process and sign-off of Federal tuition waivers. Assures that Research Affairs appropriately executes its responsibilities and that grants/contracts are appropriately routed within the correct financial organization numbers in the School of Medicine. Assures that Research Affairs adheres to policies for grants/contracts so funds reside in Departments and Centers as required by those policies.
- Serve as senior leadership contact for Departments and Centers with regard to research needs and mitigate issues as needed.
- Position may complete annual Chair or Center Director evaluation reviews as requested by the Dean.

The School of Medicine currently has three other Senior Associate Dean positions in Clinical Affairs, Administration and Finance, and Education. This senior-level position will interact frequently with the Dean, other Senior Associate Deans, Associate Deans, and Chief of Staff to help shape policy and to provide input into overall budget and finance decisions. This position facilitates consensus among the School’s faculty with respect to research and other academic affairs areas.

This individual must possess excellent communication skills and effective consensus building skills. The individual in this position needs to be a person of academic stature who can manage interactions with faculty, staff and administration. This position needs to be someone who can inspire and support the academic affairs processes of the School of Medicine.

It is important that the candidates have an outstanding interpersonal skills and a record of building consensus in an academic setting.

For further information contact the School of Medicine Dean’s Office (303) 724-5376 or Dr. Robert Anderson, Chair of the Search Committee. CV with cover letter describing interest and experience should be sent to Deborah Stevens at Deborah.Stevens@ucdenver.edu by February 16, 2015.