

**Announcement**  
**Associate Dean of Research Education (ADRE)**  
**University of Colorado School of Medicine**  
**(CUSOM)**

The SOM of the University of Colorado is seeking to fill the position of Associate Dean for Research Education (ADRE) to lead and administer Graduate PhD programs within the SOM Office of Medical Education. The goals of this position are to develop and administer innovative programs that train a diverse cadre of PhD students to become outstanding scientists and future leaders in biomedical research. To accomplish this goal, the PhD programs offer non-overlapping training in a range of biomedical research areas. The current number of first-year entering PhD students is 50 and the goal is to increase that number to 75 over a period of five years.

***Optimal Qualifications of the ADRE***

AMC faculty interested in this position should have a doctoral degree and a University of Colorado faculty appointment, be active in graduate education as a member of PhD graduate training program(s), have experience with graduate school courses and mentoring PhD students and serving on PhD thesis committees. The ADRE is a 0.5 FTE position, which will report to the Senior Associate Dean for Education in the CUSOM. The ADRE will recruit a full-time director for the office.

***The Duties of the ADRE***

The ADRE will manage all aspects of a newly formed Office of the SOM PhD Programs, have direct responsibility for the budget and chair the Executive and Steering Committees. The ADRE will establish the overall vision for the PhD Programs and work with graduate Program Directors (PDs) to develop innovative training in each individual program. The ADRE will ensure that appropriate databases are developed and regularly updated for the graduate school application tracking, application review, offers and admissions and subsequent tracking of enrolled students' academic progress. This database will contain all additional information required to support existing and preparation of new T32/T15 grants. The ADRE will play an active role in ensuring optimal support and coordination or recruitment activities. They will oversee the curriculum, and ensure that courses required for T32/T15 programs are available and regularly updated. Through their various leadership roles in research and education, the ADRE should be well informed about the institution's new research and education initiatives, allowing them to better maximize training opportunities and maintain dynamic, comprehensive and progressive PhD training in biomedical research.

*Additional duties of the ADRE include:*

- Direct the SOM PhD Program Office
- Determine first-year slot allocation with input from Program Directors (PDs)

- Establish criteria for evaluation of Programs and PDs
- Perform annual reviews of Programs and PDs
- Coordinate Regent-level review of programs every 5-7 years with the UCD Graduate School
- Coordinate regional and national recruiting strategies with a focus on enhancing diversity of the trainees
- Collaborate with the Office of Diversity and Inclusion and the Office of Student Life to support student success
- Monitor and measure individual student success in addition to overall program metrics
- Interact with the AAMC GREAT group
- Develop philanthropic opportunities to support PhD training
- Work with CU Medicine and clinical chairs to obtain funds to support students (i.e., joint clinical/basic PhD students)

Interested applicants should send an email to Deborah Stevens, SOM Dean's Office at [deborah.stevens@ucdenver.edu](mailto:deborah.stevens@ucdenver.edu) with the Subject line: "ADRE", and include a letter detailing their interest in the position, qualifications and vision, a statement of their commitment to diversity and equity and their full CV by **February 8, 2021**.