

Roles and Responsibilities of Core Facility Faculty Directors (supported by the Office for Research)

Note: For the purposes of this document the 'Faculty Director' is a tenure-line faculty member whose primary responsibility is research and teaching, but provides oversight to a core facility. An 'Operations Director' is the individual whose primary job function is day-to-day management and supervision of a core facility (and may be a member of the Research Faculty)

1. The Faculty Director position is reviewed and reappointed by the department, unit or center financially responsible for the core. Appointments should be for a defined term, preferably for three years but can be negotiated.
2. Work with the Operations Director as well as appropriate institutional core facilities management (the Office for Research, FSM Research Dean, RHLCC) to ensure the financial health of the facility.
3. Meet regularly with the core Operations Director to provide guidance on future equipment or service needs, new technologies, educational and outreach activities, career development, and personnel management.
4. Set performance benchmarks and career development milestones for the Operations Director.
5. Work with the Operations Director to set advisory committee meetings on a regular basis, at least twice a year. These meetings should provide ample opportunity for discussion with the committee on the core budget, the annual report and the priorities for grants to both internal and external funding sources.
6. Work with the core faculty advisory committee to develop long-range plans (space expansion, changes in instrument portfolio, fee adjustments). The Faculty Director is an ex officio member of the advisory committee.
7. All instrument acquisition plans should be derived by consensus of the faculty advisory committee, the Faculty Director and the Operations Director. The Faculty Director should provide guidance to the Operations Director on instrument acquisition.
8. Conduct an annual meeting with staff to discuss various issues in facility operation
9. Assist if the Operations Director is unable to resolve a user complaint or conflict with other university units. The Faculty Director should ensure that user complaints and suggestions are addressed or resolved effectively by the Operations Director.
10. The Faculty Director will certify the annual performance of the core via the annual report.