

Academic Director

Academic governance and leadership for the QRDC is provided by the team of the Academic Director, the Statistics Canada Analyst, and a QRDC Advisory Committee. As recommended by the Vice-Principal Research, administrative oversight is provided by Queen's University Library (QUL) in collaboration with the Office of the Vice-Principal Research and IT Services. Reporting to the University Librarian, the Academic Director has overall responsibility for the development and promotion of QRDC services on behalf of the research community.

The Academic Director maintains awareness of the activities of researchers using the QRDC and is responsible for promoting the QRDC and the RDC Network to members of the Queen's research community and other research communities for whom RDC resources and services could prove beneficial. The Academic Director acts as a liaison between the Queen's research community and the QRDC Advisory Committee. The Academic Director fosters excellent communication between researchers and the Statistics Canada Analyst, works closely with the Statistics Canada Analyst, and further ensures that QRDC activities are harmonized with the guidelines and objectives of the RDC National Coordinating Committee. The Academic Director communicates QRDC activities to Statistics Canada for the benefit of the RDC Network.

The Academic Director, in collaboration with the University Librarian, the Associate Vice Principal Research, and the Associate Vice Principal Information Technology and CIO, prepares a QRDC annual report of activities, including budget information. The Academic Director sends the annual report to the RDC National Coordinating Committee.

The Academic Director will oversee and contribute to the creation and maintenance of a QRDC website, fostering an online community where researchers are encouraged to share and communicate with each other and the broader RDC Network. The Academic Director will be active in outreach to the researcher community to encourage use of the RDC and commitment for ongoing support.

The Academic Director represents the QRDC at annual National Academic Director's meetings and will be in communication with this group, as needed, throughout the year.

The Academic Director is responsible for the running of the Research Data Centre in conformity with all of the requirements of Statistics Canada and the home University. The specific responsibilities are outlined below.

- Ensure that all security requirements of Statistics Canada for the site are current and enforced
- Serve as primary liaison between the RDC program, the RDC, and other Universities hosting Research Data Centres

- Coordinate relationships with all participating universities in the RDC
- Establish an Advisory Committee for the RDC
- Work with QUL to manage the budget of the RDC, including network and local expenses
- Recruit researchers to participate in the activities of the RDC through appropriate means, such as presentations, web pages, etc. These researchers may be academics, students or scholars at Queen's University or from other institutions (Universities, Research Centres, Hospitals, etc)
- Coordinate activities with the Data Liberation Initiative (DLI) on campus
- Contribute to the preparation of RDC annual reports for Statistics Canada, SSHRC, the local University and any other funding agencies; this includes conducting the annual Principal Investigators Survey
- Participate in the National Coordinating Committee of the RDCs
- Promote participation in methodological and statistical training activities either offered by the Centre or by other RDCs
- The Director should be someone with tenure, with some knowledge of the RDC operation, and with administrative experience, as the Director will be negotiating funding with local Department Heads and University Administrators

Links:

Research Data Centre Network: <http://www.statcan.gc.ca/rdc-cdr/network-reseau-eng.htm>

Queen's Research Data Centre home page: <https://queensrdc.othree.ca/>