

March 25, 2026

## Vice Dean for Basic and Preclinical Science

**Areas of Influence/Responsibility:** Research, Training, Research Resources, Service Centers, Facilities

**Scope of Work:** 60-80% Effort. Oversee the management of and lead strategic planning and initiatives for wet lab Basic Science departments, basic research areas in clinical departments, and basic research-oriented centers and institutes including the Duke Cancer Institute and Center for Aging (in partnership with Executive Vice Dean for Clinical Sciences and Research Administration); and Duke Human Vaccine Institute (DHVI), Duke Molecular Physiology Institute (DMPI), and Brain Imaging and Analysis Center (BIAC). All of these units report to the Dean of the School of Medicine.

Those interested in the position should submit a letter of interest and a Curriculum Vitae to Seanna Horan via email at [seanna.horan@duke.edu](mailto:seanna.horan@duke.edu) by **April 15, 2026**. Candidates who are selected to move forward should anticipate interviews in early May 2026.

### Responsibilities

#### **Develop and implement strategy for Duke University School of Medicine Basic Sciences**

- Periodically assess / evaluate research portfolio and direction to ensure the School of Medicine's position as a leading research institution
- Partner with Basic Science Chairs, Clinical Chairs and Vice Chairs of Research to actively identify the highest priority research areas and major intersections with institutes, as well as key recruitment needs
- Ensure engagement of departmentally owned centers to align with School of Medicine mission
- Partner with relevant leaders to ensure sufficient resources to meet the needs of the Basic Science research community, including computing and IT infrastructure, research infrastructure (e.g. equipment), laboratory and animal program space, trainee support, as well as research compliance and faculty development (in partnership with relevant executive vice deans / vice deans)
- Periodically assess / evaluate training programs and research structure to ensure alignment with market trends, students and researchers' interests
- In partnership with the Executive Vice Dean for Administration, provide guidance and input regarding wet lab space and equipment priorities and areas to potentially de-emphasize

#### **Research Support, Administration and Oversight**

- Work with Basic Science Chairs and Clinical Science Chairs on Basic Science faculty retentions and approved recruitment
- Work with Clinical Chairs or Vice Chairs on basic research faculty status and recruitment priorities

- Provide scientific and quality oversight for School of Medicine service centers; evaluate new strategic needs and capital requirements, as well as service centers which may need to be eliminated or changed over time; responsible for service center budget management
- Lead Scientific Advisory Committee for service centers
- Lead periodic meetings with Institutes and Centers
- In partnership with the Associate Vice Dean for Department and Center Evaluations,
  - Oversee Basic Science department reviews and planned responses to recommendations within the context of School of Medicine strategic goals and resources
  - Conduct Basic Science chair and center director periodic reviews, synchronized with the relevant unit reviews, and develop recommendations for improvement
- Serve as point person to navigate basic science appointments and agreements across schools at Duke

### **Biomedical Training**

- Oversee and provide guidance related to graduate training activities for School of Medicine and interdisciplinary programs
- In partnership with Vice President for Research and Innovation, provide strategic oversight and planning for postdoctoral trainees

### **Animal Program & Scientific Service Centers**

- Serve as the Institutional Official (IO) for the University's animal program
- Oversee the animal program, including research needs and space management, in coordination with the Executive Vice Dean for Administration
- Provide direct oversight of the Office of Animal Welfare Assurance (OAWA), which is the unit that provides institutional administration for the Institutional Animal Care and Use Committee (IACUC)
- Oversee strategic planning for animal programs and scientific service centers to ensure optimal utilization and strategic goals of service centers are realized

### **Select Agent**

- Serve as the Institutional Official (IO) for the University's Select Agent Program
- Partner with institutional leaders on the oversight of the University's institutional biosafety committee

### **Space**

- In partnership with Executive Vice Dean for Administration,
  - Ensure efficient management of wet lab research space
  - Develop and implement space policy for wet lab space
- Serve as Chair of Space Committee to oversee and ensure implementation of policy in collaboration with Executive Vice Dean for Administration and other committee members
- Serve as point person for emergency situations and issues related to wet lab

### **Basic Science-related Funding, Awards, and Honorifics**

- Oversee the Office of Research Development, which provides services to School of Medicine investigators to help ensure submission of high-quality grant applications
- Oversee Bridge Funding Program, in partnership with Vice Dean for Data Science and AI and Vice Dean for Clinical and Translational Research
- Oversee Whitehead Scholars program and selected funding opportunities for Dean's office
- In partnership with Vice Dean for Faculty, oversee development of Basic Science faculty for awards and honorifics

### **Development**

- Work with Duke Health Development and Alumni Affairs Office to create plans and messaging for potential donors or campaigns
- Support development opportunities as needed

### **Campus Alignment**

- Serve as the School of Medicine liaison to campus regarding Basic Science initiatives and activities
  - Provost
  - Office of Translation and Commercialization
  - Schools across campus

### **Skills and Experience**

- Biomedical PhD with an international reputation as a Basic Science research scholar with a track record of robust extramural funding
- Ability to navigate and facilitate effective institutional partnerships
- Experience in managing large teams, including the ability to manage conflict and high intensity situations successfully
- Excellent interpersonal skills
- Ability to delegate to and empower an effective team is critical due to the size and complexity of the operations portfolio for this position
- An effective listener and skilled communicator in a faculty-driven environment

### **About Duke**

Duke University is a member of the Association of American Universities, and one of the most prestigious higher education institutions in the country, with 10 nationally prominent schools, including the Schools of Medicine and Nursing, and two affiliated international universities.

Duke University School of Medicine is one of the nation's leading medical schools and one of the largest biomedical research enterprises in the country. Led by Dean Mary E. Klotman, MD, who also

serves as Executive Vice President for Health Affairs for Duke University and Chief Academic Officer for Duke Health, the school comprises more than 2,600 faculty physicians and researchers, nearly 2,000 students, and more than 6,200 staff in 26 clinical and basic science departments. The school's strong emphasis on research to improve clinical outcomes encourages collaboration and has resulted in the development of numerous centers and institutes. The School of Medicine offers a wide range of medical and health professions programs, certificate and training programs, as well as biomedical sciences PhD programs which are administered in partnership with Duke's Graduate School.

Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.