

**University of Louisiana at Monroe**  
**Dean, College of Pharmacy**  
**Job Description**

**Responsible to:**

Provost/Vice President for Academic Affairs  
President

**Responsible For:**

**Budget**

Dean's Office and Internal Operations – Primary Responsibility.  
All others – Development & Oversight.

**Direct Supervision of**

Associate Deans, College of Pharmacy  
Department Heads  
Director of COP Research & Graduate Studies  
Director of Medicaid Program  
Director of LDPIC  
Executive Secretary  
COP Director of Development  
COP Director of Alumni and Public Relations

**Misc. Administrative Duties**

Council of Deans.  
Recommendation of College Appointments to University Committees.  
Input on University Academic Affairs Policy.  
College Personnel Policy.  
Grants, contracts, affiliation agreements, endowed chairs and endowed professors.  
New Programs.  
General program support for all programs (attends misc. functions, promote programs to community, etc.).  
Seek appropriate resources and facilities for all programs and departments in the College.  
Develop collaborative relationships with other key institutions within and outside of Louisiana.

**Committees**

Determine charge and appoint College Committees.  
Oversight of committee activities.

## Personnel

Appointments and separations: Classified, Unclassified, Faculty.  
Misc. Personnel Actions.  
Salary changes.  
Promotions.

## Students

Recruitment and Retention Activities.  
Certification of degree completions.  
Oversight of Appeals (Grade, Suspension).  
Oversight of Professional and Ethical Conduct Policy.

## Policy

Enforcement of all College and University policy, formation of new policy as needed, and interpretation of existing policy in all student and faculty matters.  
Strategic Plan Development and Implementation.

## Professional

Build and maintain strong relationships with: Board of Pharmacy, LPA, LSHP, 5<sup>th</sup> Dist. Pharmacy Association, AACCP, APhA, ACCP, NACDS, Pharmacy Alumni, Corporations, Legislators, AHEC., and others.  
Oversight of Accreditation.  
Oversight of curriculum, planning, assessment, faculty development, student development, research development, and clinical affiliations.  
Fostering of Service, Development and Research Opportunities.