

University of Louisiana at Monroe
School of Pharmacy
Job Description

Job Title: Associate Dean, Academic Affairs

Reports To: Dean, School of Pharmacy

Summary: As the administrator with primary responsibility for the academic affairs of the School of Pharmacy

Essential Duties and Responsibilities: Includes the following, with other duties that may be assigned by the Dean:

1. Oversee curriculum development and delivery
 - a. Serve, as ex-officio, as the Dean's representative to the Curriculum Committee.
 - b. Serve, as ex-officio, as the Dean's representative to the Mile Marker Committee.
 - c. Oversee development and implementation of curriculum in the School of Pharmacy.
 - d. In association with the Associate Dean of Assessment, the Assessment Committee, and the Curriculum Committee, ensures that curricular assessment data result in quality enhancements to teaching styles and curricular content.
 - e. In association with the Associate Dean of Assessment, the Assessment Committee, and the Curriculum Committee, identify factors in the curriculum that warrant further evaluation and/or assessment.
 - f. Review all course evaluations each semester.
 - g. Maintain a description of Curricular Endpoint Competencies and a file of current descriptions of the learning objectives and course syllabi of each of the courses in the professional curriculum.
 - h. Maintain the School's pre-pharmacy and professional pharmacy section of the University's undergraduate and graduate catalogs.
 - i. Enforce course prerequisites
 - j. Schedule courses each semester
2. Oversee the Office of Experiential Education
 - a. Provide leadership and direction for the Office of Experiential Education.
 - b. Review and approve all budgets and policy governing the Experiential Programs.
 - c. Provide leadership and direction for the Pharmacy Care Laboratory.
 - d. Review and approve all budgets and policy governing the Pharmacy Care Laboratory.
 - e. In association with the curriculum committee, ensure that Pharmacy care lab activities integrate didactic curricular instruction into real life and/or simulated practice situations such that appropriate knowledge, skills and attitudes can be practiced and mastered.
 - f. In association with the curriculum committee, oversee the actions of the Pharmacy Care Laboratory to ensure that they comply with assigned curricular outcomes, align with didactic curriculum, and integrate with Introductory and Advanced Practice Experiences.

- c. Maintain the School file on student complaints
 - d. Field, evaluate and act appropriately on faculty complaints concerning students.
 - i. Provide records to the student file of action taken because of a viable complaint against a student.
 - e. Field, evaluate and act appropriately on student requests.
 - f. Maintain the's Student and Faculty Handbooks.
7. Pharmacy Care Laboratory
 8. In association with the Dean and other Associate Deans, determine the charge of and appoint members to School of Pharmacy committees.
 9. Assist Department Heads in coordinating activities among Departments within the School.
 10. Communicate School of Pharmacy Leadership Directives to the Office of Student and Professional Affairs, Office of Experiential Education, and the Pharmacy Care Laboratory Team.
 11. Provided general program support by attending University, Community and Professional events as requested by the Dean.
 12. Serve on the Pharmacy Administrative Council
 13. Teach in assigned courses
 14. Serve on professional, school and university committees as assigned.
 15. Maintain an active scholarship program.
 16. Other responsibilities as assigned by the Dean.

Supervisory Responsibilities: Supervises the Director of Student and Professional Affairs, the Director of Experiential Education, and the administrative personnel assigned to the Associate Dean of Academic Affairs. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining personnel that report directly to the Associate Dean of Academic Affairs as well as resolving problems of persons who report directly to the Associate Dean of Academic Affairs.

Education or Experience: Have an earned professional pharmacy degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree. Documented accomplishments in teaching, research, and service at a level to be appointed as a tenured professor/associate professor in one of the academic departments of the School of Pharmacy.