

University of Louisiana at Monroe
School of Pharmacy
Job Description

Job Title: Assistant Dean
Department: Clinical Sciences
Reports To: Department Head, Clinical Sciences
Prepared Date: April 4, 2007
Revised Date: April 10, 2015

Summary: As administrative officers responsible for comprehensive programmatic delivery on a satellite campus, the Assistant Deans are responsible to the Department Head.

Essential Duties and Responsibilities: includes the following, with other duties that may be assigned by the Department Head.

1. Assist the Department Chair in the development of faculty in the department.
 - a. Coordinate with the Chair regarding the recruitment, orientation, and development of faculty within the region.
 - b. In collaboration with the Department Chair, conduct evaluations for faculty assigned to the Satellite Campus.
 - c. Forward recommendations to the Head for Adjunct Faculty appointments.

2. Assist the Department Chair in the management of the Department.
 - a. Maintain an infrastructure for purchasing, accounting, and computer support that is optimal within the Satellite Campus.
 - b. Serve as the primary contact person between the School of Pharmacy and the facility leasing organization at the Satellite Campus. Monitor physical plant maintenance and improvements.
 - c. Maintain adequate laboratory space for the faculty on the Satellite Campus and oversee laboratory personnel on the Satellite Campus.
 - d. Supervise the professional and clerical staff assigned to the Satellite Campus.

3. Assist the Department Chair in leading the Department.
 - a. Actively participate in the guiding the Department to achieve stated goals and objectives.
 - b. Plan and execute regional departmental meetings, as needed.
 - c. Work with regional faculty to establish clerkship sites to meet the needs of the experiential curriculum and monitor and evaluate the quality of the site.
 - d. In concert with the Residency Director, coordinate and oversee residency programs on the Satellite Campus.
 - e. Represent the School of Pharmacy in all local matters relating to the School of Pharmacy within the assigned region. Typical functions include representing the School to external organizations, institutions and agencies, and campus-wide bodies.
 - f.

4. Maintain proficiency within academic discipline.
 - a. Maintain an active scholarship program. Seek extramural funding for scholarship.
 - b. Maintain active patient care services.
 - c. Teach in assigned didactic courses.

5. Oversee all student related activities that occur in at the regional campus.
 - a. Provide a central point of contact for administration of student affairs, the professional curriculum, program assessment, and the development of introductory and advanced practice experiences at the Satellite Campus.
 - b. Enforce policies and procedures regarding students involved in didactic and clerkship courses.
 - c. Coordinate student recruitment efforts in the assigned region.

6. Provide general program support by attending University, Community and Professional events as requested by the Dean or Department Chair.

7. Serve on the Pharmacy Administrative Council.

8. Serve on professional, School and university committees as assigned.

Education and/or Experience: Have an earned professional pharmacy degree (Pharm.D. Preferred) and a terminal degree if the professional degree is a not a Pharm.D; seven years relevant experience in pharmacy education. Documented accomplishments in teaching, research and service at a level to be appointed as a tenured professor/associate professor in the Department of Clinical Sciences of the School of Pharmacy.

Language Skills: Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, faculty, staff, students, and members of the profession of pharmacy and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of boards of director and legislators.

Reasoning Abilities: Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

Other Qualifications: Demonstrated ethical behavior, professionalism, interpersonal skills, demonstrated academic leadership and management abilities sufficient to effectively direct the support staff. Imminent knowledge of current professional trends in pharmacy, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the school. Eligible to receive a Louisiana Pharmacy license.

Work Environment: Normal job functions performed within a standard office environment. Exposure to clinical patient care and/or research laboratories is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.