

University of Louisiana at Monroe
School of Pharmacy
Job Description

Job Title: Department Head
Department: Basic Pharmaceutical Sciences
Reports To: Dean, School of Pharmacy
Prepared Date: May 4, 2007
Revised Date: April 10, 2015

Summary: As administrative officers responsible for comprehensive programmatic delivery on Department Basic Pharmaceutical Sciences (BPS), the Department Head is responsible to the Dean and Associate Deans for Student/Academic Affairs and Assessment

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

1. Oversee the development of faculty in the department.
 - a. Recruiting, selecting, and evaluating faculty.
 - b. Provide informal leadership to enhance faculty morale and professional development.
2. Manage the department.
 - a. Participate in the development of a departmental budget in collaboration with the Dean.
 - b. Maintain departmental records
 - c. Assign duties to faculty members
 - d. Supervise departmental staff
 - e. Maintain finances, facilities, and equipment.
3. Serve as leader for the department.
 - a. Provide long-term direction and vision for the department.
 - b. Solicit ideas for improvement of the department.
 - c. Plan and execute departmental faculty meetings.
 - d. Represent the department at professional meetings, when working with alumni, and with other stakeholders.
4. Maintain proficiency within academic discipline.
 - a. Continue to teach in departmental courses
5. Provide general program support by attending University, Community and Professional events as requested by the Dean.
6. Serve on the Pharmacy Administrative Council
7. Serve on professional, School and university committees as assigned.

Education and/or Experience: Have an earned doctorate from an established institution of higher learning. Current rank of Full or Associate Professor.

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 inquiries 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 directors 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 leadership and vision to build interdisciplinary collaborative research teams within the Department, School, University, and other academic and industrial institutions within the State of Louisiana. General knowledge of current trends in the pharmacy practice as they relate to curricular aspects of the school.

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.