

Job Description
Non-Tenure Track Clinical Faculty
The University of Louisiana at Monroe School of Pharmacy

The position of Non-tenure track Assistant or Associate Professor in Pharmacy Practice has a multitude of responsibilities that center primarily around teaching and service. While all faculty are expected to be scholars, scholarship requirements for non-tenure track faculty are generally less than those for tenure-track faculty.

Teaching (40-60%)

Teaching is a primary responsibility for non-tenure track Pharmacy Practice faculty. Faculty are expected to provide 20-40 didactic lectures as well as teach 10 months/year in the Advanced Practice Experience. Didactic lectures may be taught on campus or through distance learning technology. Teaching responsibilities are at the discretion of the Department Head. Specific responsibilities may include.

1. Coordination or Co-coordination of (a) team taught courses.
2. Provision of lectures in team taught courses. This responsibility includes providing appropriate exam questions covering the material taught in a timely manner.
3. When appropriate, provision of a single instructor course (Serving as coordinator and lecturer)
4. Precepting students in the Advanced Practice Experience Program. Precepting responsibilities include not only direct supervision of students in patient care encounters, but also appropriately conveying expectations at the beginning of the experience, individualized teaching, and providing formative feedback at the midpoint of the experience and summative feedback at the end of the experience

SERVICE (40-60%):

Service is the second area of primary responsibility for non-tenure track Pharmacy Practice faculty. The provision of professional services through contractual agreements with affiliated institutions is an important component of the position. Specific responsibilities may be delineated in a service contract; however, in general, responsibilities include:

1. Provision of pharmaceutical care for a defined population of patients
2. Documentation of the service, including the financial impact of the service on the affiliated institution and/or the patient population.
3. When appropriate, seeking patient or third party reimbursement for services.
4. Serving as a member, secretary or other officer on committees at the affiliated institution with the approval of the Department Head.
5. Serving as a member, secretary or chair of a Departmental, School, College or University committee.
6. Participation in graduation ceremonies when assigned.
7. Participation in Local, State and National Professional Organizations.
8. Provision of Community service.

SCHOLARSHIP (5-10%)

The Department does not rely on non-tenure track faculty to support the Department with extramural funding; however, the Department does expect that individual faculty will pursue the discovery, integration, and application of knowledge as well as try innovative teaching techniques in the classroom. The Department, College and University do expect that non-tenure track Pharmacy Practice faculty will participate in the scholarship process when opportunity and time permit in the following ways:

1. Poster presentations at State, National or International meetings
2. Podium Presentations at State, National or International meetings
3. Case-report or case-series publications
4. Review article publication
5. Peer-reviewed research article publication
6. Serving as a manuscript or book reviewer for peer reviewed publications

When individual faculty have the interest and/or skill the pursuit of grant funding other scholarly activities are encouraged.

Promotion

Promotion from Assistant to Associate and /or Associate to Professor will occur according to the guidelines set-forth in the Department and University's guidelines; however, for non-tenure track faculty, the greatest emphasis will be placed in the areas of teaching and service.