

University of Louisiana at Monroe Job Description

Job Title	Associate Dean, Academic Affairs
College/School/Department/Office	College of Pharmacy/Administration
Reports to	Dean, School of Pharmacy
Employee Classification (classified, unclassified, faculty)	12-month Faculty

Job Summary

Serve as the administrator with primary responsibility for the academic affairs of the College of Pharmacy

Duties and Responsibilities:

Includes the following, with other duties that may be assigned by the Dean:

1. Responsible for all aspects of the BS in the Pharmaceutical Sciences program and the Pharm.D. in the Pharmacy program.
 - a. Serve, as ex-officio, as the Dean's representative to the Curriculum Committee.
 - b. Oversee development and implementation of curriculum in the College of Pharmacy.
 - c. 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.
 - d. 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.
 - e. Review all course evaluations each semester.
 - f. 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.
 - g. Maintain the College's pre-pharmacy and professional pharmacy section of the University's undergraduate and graduate catalogs.
 - h. Enforce course prerequisites
 - i. 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.
 - g. In association with the curriculum committee, the Office of Experiential Education, the Pharmacy Care Laboratory Faculty and other participating faculty, ensure appropriate integration of Service Learning Experiences into the Pharmacy Care Laboratory.
3. Oversee School of Pharmacy Academic Standards
 - a. Serve, as ex-officio, as the Dean's representative to the Academic Standards/Ethical and Professional Conduct Committee
 - b. Each semester, identify students who do not meet School of Pharmacy Academic Standards.
 - i. Identify all students receiving non-progressing grades
 - ii. Identify all students who will be placed on probation, suspension and/or dismissal and inform them in writing of the action taken.
 - c. In association with the Associate Dean of Assessment, the Assessment Committee, the Curriculum Committee and the Academic Standards Committee, identify factors in student progression and retention that warrant further evaluation and/or assessment.
 - d. Oversee Academic Standards Committee actions to ensure that they comply with School and Committee policy.
 - e. Provide support to the Academic Standards Committee, including information for committee deliberations.
 - f. Assist the Chair of the Committee on Ethical Conduct in disseminating information for the Committee and facilitate obtaining witnesses for the Committee and accused party.
 - g. In association with the Chair of the Committee on Ethical and Professional Standards, track committee cases and decisions.
 - h. Maintain the official Committee on Ethical and Professional Standards File
 - i. Oversee the Committee on Ethical and Professional Standard's actions to ensure that they comply with Committee policy.
 - j. Provide support to the Committee on Ethical and Professional Standards, including providing information requested for committee deliberations.
 - k. Serve as the final review and approve sanctions levied.
 4. Oversee the Office of Student Success
 - a. Provide leadership, direction and oversight with respect student professional development, student recruitment and student advising, counseling and retention services for the Office of Student Success.
 - b. Review and approve all budgets and policy governing student services and professional affairs.
 - c. Oversee student Office maintenance of student records and transcripts
 - d. Oversee the actions of the Office of Student Success to ensure that they comply with College and Office policy as well as comply with the general leadership directives of the School.

5. Oversee the Interprofessional Education (IPE) program for the College of Pharmacy
 - a. Provide leadership and direction for the IPE Program.
 - b. Review and approve all budgets and policy governing the IPE Program.
 - c. Oversee development and implementation of IPE curriculum in the College of Pharmacy.
 - d. In association with the Associate Dean of Assessment, the Assessment Committee, and the Curriculum Committee, ensures that curricular assessment data from IPE result in quality enhancements to curricular content.
 - e. In association with the Associate Dean of Assessment, the Assessment Committee, and the Curriculum Committee, identify factors in the IPE curriculum that warrant further evaluation and/or assessment.
 - f. Supervise the Director of Interprofessional Education
6. Student/Faculty Relations
 - a. Serve as the intermediary step between the School Director and the Dean in the grade appeals process
 - b. Maintain the 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 College of Pharmacy committees.
9. Assist School Directors in coordinating activities among Schools within the College.
10. Communicate College of Pharmacy Leadership Directives to the Office of Student Success, 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. Serve on the Dean's Advisory Council
14. Teach in assigned courses
15. Serve on professional, college and university committees as assigned.
16. Maintain an active scholarship program.
17. Other responsibilities as assigned by the Dean.

Minimum Qualifications/Requirements

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 College of Pharmacy

Working conditions


Normal business environment

Physical requirements

N/A

Direct reports

Supervises the Director of Student Success, the Director of Experiential Education, Director of Faculty Development, Director of Information Services, Director of Interprofessional 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.

	
Approved by:	H. Glenn Anderson, Dean
Date approved:	6/27/18
Reviewed:	

Job description should be reviewed annually and updated as often as necessary.