

University of Louisiana at Monroe Job Description

Job Title	Dean, College of Pharmacy
College/School/Department/Office	College of Pharmacy
Reports to	Vice President for Academic Affairs
Employee Classification (classified, unclassified, faculty)	Faculty

Job Summary

The Dean of the College of Pharmacy is the chief academic officer and the administrative head of the College. The Dean holds academic rank and is charged with the administration, academic leadership, and supervision of the operation of the College and through its instructional programs, research, publications, and service activities.

Duties and Responsibilities

- Provides strategic leadership that develops an ever-improving College.
 - Provides vision and directs/implements strategic planning consistent with and in support of the University strategic plan.
 - Supports a culture of collegial governance.
 - Develops strong working relationships with other Deans, Vice Presidents, the University President, and other University administrators.
 - Promotes a collaborative and innovative environment.
 - Is a strong advocate for all schools and programs within the College.
 - Ensures programs meet accreditation standards.
 - Provides operational leadership for an effective, efficient, and dynamic College.
- Is responsible for the academic, administrative, and fiscal leadership of the College.
 - Recruits, retains, and leads high-quality faculty and staff.
 - Participates in and supervises efforts to recruit, retain, and graduate students from the College's degree programs.
 - Promotes and encourages dynamic and cutting-edge research environment.
 - Develops strong relationships with industries and promotes entrepreneurship.
 - Resolves complaints and grievances of students, staff, and faculty.
 - In association with the Associate Deans, determines the charge of and appoints members to College committees.

- Chairs the College's administrative/executive committee/council.
- Annually evaluates direct reports to the Dean.
- Oversees the promotion and tenure process in the College.
- Oversees space utilization in the College.
- Creates an environment that supports professional excellence.
- Oversees accreditation processes, including development of accreditation reports and site visits
- Provides external representation to promote the College and the University.
 - Provides University support by attending University, Community, and Professional events.
 - Represents the College and School to external stakeholders.
 - Serves on professional and university committees as assigned.
 - Cultivates development opportunities for and supports development efforts of the ULM Foundation.

Minimum Qualifications/Requirements

The successful candidate must:

- Possess a terminal degree in the area of Pharmacy or Pharmaceutical Sciences or demonstrate a strong understanding of contemporary pharmacy and health care systems, with eligibility for pharmacist licensure preferred.
- Demonstrate a background in providing visionary academic, administrative, and fiscal leadership.
- Have a demonstrated record of successful administrative accomplishment (including program development and student recruitment and retention).
- Possess a strong record of teaching, service, and scholarly achievement, including competitive extramural funding, consistent with the rank of professor.
- Have familiarity/experience with technology transfer/patents.
- Have the ability to work outside normal university business hours as needed and travel occasionally.

Working conditions

Normal office environment

Physical requirements

N/A

Direct reports

Reporting directly to the Dean are Assistant/Associate Deans and School Directors.

Approved by:	H. Glenn Anderson, Dean, CHPS
Date approved:	6/27/2018
Reviewed:	

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

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.

University of Louisiana at Monroe Job Description

Job Title	Associate Dean, Assessment & Admin 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

Serves as the Administrator with primary responsibility for the assessment, accreditation, and administrative issues of the College of Pharmacy

Duties and Responsibilities

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

- **Oversee all assessment related activities for the College of Pharmacy**
 - Consult and coordinate with faculty and relevant committees to design, develop, and implement strategies, tools, and processes to assess all aspects of the professional program.
 - Report all pertinent assessment findings and recommendations for improvement to the curriculum and assessment committees, the faculty, and other stakeholders to make continuous quality improvements in the professional program

- **Coordinate activities relating to accreditation and ACPE.**
 - Complete annual AACCP online data gathering for AACCP Roster and Profile of Pharmacy Faculty Data, survey of professional and graduate degree programs, tuition and fee data reports, and application pool, enrollment, and degrees conferred surveys;
 - Coordinate, prepare, and disseminate reports related to curriculum, instruction and assessment to accrediting bodies and other external stakeholders

- **Oversee all business office related activities for the College**

- **Serve as ex-officio member of COP committees as assigned** 5% **Serve as liaison with ULM Office of Assessment and Evaluation.**

- **Consult with IT staff regarding:**
 - computer processes and systems, in consultation with IT staff, for maintaining, updating and reporting data related to student, curricular, and programmatic outcomes

- Provide information for website updates for organizational chart, strategic plans, and assessment data
- Oversee the development and maintenance of the database designed to track progression, retention, and attrition data
- Miscellaneous
 - In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.
 - Assist Department Heads in coordinating activities among Departments within the College.
 - Provide general program support by attending University, Community and Professional events as requested by the Dean.
 - Serve on the Pharmacy Administrative Council.
 - Teach in assigned courses.
 - Maintain active scholarship program.
 - Serve on professional, college and university committees as assigned.
 - 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 office environment

Physical requirements

N/A

Direct reports

Senior Accounting Coordinator, Technology Manager, Facilities Manager, Program Assessment Analyst, Program Director of Assessment, Program Director of Accreditation

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

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

University of Louisiana at Monroe Job Description

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

Job Summary

Serves as the chief administrative officer responsible for strategic leadership, growth, and development of a culture of research within the College.

Duties and Responsibilities

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

1. Advise the dean on national research trends and their implications for the College.
2. Lead growth of the college's research enterprise:
 - a. Lead a college-wide culture of research or innovation;
 - b. Promote visibility of the College's research program within the College, University, community, region, and nationally;
 - c. Implement and monitor the College's strategic plan as it relates to research;
 - d. Create a highly supportive environment for research productivity across the College;
 - e. Facilitate expansion of innovation in pharmacy research across the college;
 - f. Facilitate the attainment of extramural research funding;
 - g. Seek and advocate for resource allocations;
 - h. Collaborate in recruitment of research-intensive faculty;
 - i. Promote engagement in interdisciplinary research across the faculty and externally with individuals, organizations, and relevant stakeholders;
 - j. Broker partnerships within the community and state; and
 - k. Generate and maintain outcome data on overall faculty research productivity, including the completion and submission of the annual AACP Grant Survey.
3. Develop faculty research capabilities:
 - a. Mentor faculty and students with respect to their research, career, and scholarship opportunities;
 - b. Collaborate with the Colleges School Directors to:
 - i. In terms of research -- develop, offer, provide, deliver and ongoing program for onboarding new faculty;
 - ii. Develop a developmental program that grows/improves the research capabilities of non-research trained faculty; and

- c. Develop an ongoing faculty development program targeted at increasing research productivity/success.
4. Growth of pharmacy student engagement and interest in research:
 - a. Serve as primary or corresponding advisor to the Student Research Organization; and
 - b. Develop and manage programs that engage pharmacy students in research within the College.
5. Act as liaison with the University's Office of Sponsored Programs to identify funding, entrepreneurial, and knowledge transfer opportunities;
6. Collaborate with Regional Deans and the Dean to accomplish 2-5 above;
7. Provide oversight to the vivarium;
8. Participate in accreditation activities for the College, especially those related to research.
9. Serve on assigned committees at the College and University levels. These include:
 - a. College of Pharmacy Deans' Meeting;
 - b. Pharmacy Advisory Committee;
 - c. Vivarium Committee; and
 - d. Others as assigned.
10. Supervise the professional and clerical staff assigned to the office.
11. Maintain an active scholarship program. Seek extramural funding for scholarship.

Minimum Qualifications/Requirements

Education and/or Experience: Have an earned a terminal degree if the professional degree; significant research experience; and seven years or more of relevant experience in pharmacy education. Documented accomplishments in teaching, research and service at a level to be appointed as a professor in one of the academic departments of the College.

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, leadership and management abilities sufficient to effectively direct and/or support staff. Imminent knowledge of current trends in medical/pharmacy research, and general knowledge of current trends in the pharmacy education as they relate to research aspects of the College. Detailed working knowledge of accreditation standards as they relate to pharmacy education and research.


Working conditions

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.

Physical requirements

N/A

Direct reports

	
Approved by:	H. Glenn Anderson, Dean, CHPS
Date approved:	6/27/2018
Reviewed:	

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

University of Louisiana at Monroe Job Description

Job Title	Assistant Dean for Student Affairs and Development
College/School/Department/Office	College of Pharmacy/Office of Student and Professional Affairs
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Unclassified

Job Summary

Serves as the administrator with primary responsibility for the development and implementation of the activities related to student services, alumni relationship and development.

Duties and Responsibilities

Student Services:

- Lead an active recruitment program and collaborate with University Recruitment Services.
 - Develop, implement and maintain recruitment activities with a focus on increasing qualified recruits.
 - Represent the College at University events.
 - Facilitate the development and maintenance of relationships with feeder institutes, which includes training and support for pre-pharmacy advisors.
- Administer the Scholarship and Awards program of the college.
 - Develop a list of available scholarships and communicate the information to the students.
 - Supervise the scholarship application process.
 - Collate and summarize appropriate information.
 - Develop a list of available awards and communicate the information to the appropriate committee for their selection.
 - Administer the Pharmacy Student Emergency Loan Program.
- Develop, implement and maintain programs to assist students whose life-problems are interfering with academic performance:
 - Maintain appropriate alcohol and substance abuse education programs.
 - Administer the College's Substance Abuse Testing Program.
 - Intervene and provide counseling or appropriate referrals for students with psychological abnormalities, grief, trauma, or other life-altering events.
 - If necessary, develop and conduct support groups for COP students.
- Supervisor responsible for all Pharmacy Student Organizations.
- Staff advisor of Pharmacy Student Council.

- Services as a liaison for the Ethics and Professional Conduct Committee.
- FERPA Compliance Officer for the College of Pharmacy.
- Liaison between ULM Financial Aid and the College of Pharmacy.
- Lead, organize and facilitate Graduation activities for all programs.
- Develop, implement and maintain programs to assist students with behavioral problems in the classroom.
 - Provide programming for faculty on how to deal with student problems in the classroom.
 - Provide counseling and/or support to students when needed.
 - Refer students to the Associate Dean of Academic Affairs for disciplinary problems when necessary.
- Administer the College of Pharmacy Students with Disability Policy.
- Supervise the validation and approve all student excuses classified as University approved excuses.
- Maintain appropriate and confidential student records.
- Serve as a liaison between the College of Pharmacy and University financial aid services.
- Serve as a liaison with student services on campus.
- Maintain student confidentiality.

Alumni Relations:

- Lead an active Alumni program.
 - Maintain Alumni organization.
 - Coordinate Alumni activities.
 - Maintain Alumni Database.
- Collaborate and work with University Alumni Center

Outreach Development:

- Maintain and grow Dufilho Society.
 - Plan activities, such as member recognition..
- Maintain and grow other giving opportunities
- Develop and Lead giving campaigns.
- Collaborate and work with University Foundation Office.

Additional Responsibilities:

- Represent Deanship at College, University, Community and Professional events as requested by the Dean.
- Serve on professional, College and University committees as assigned.
- Teach in assigned courses.
- Supervises administrative personnel assigned to the Office of Student and Professional Affairs.
- Manage personnel.

- Manage budgets.
- Supervise College of Pharmacy Calendar.

Minimum Qualifications/Requirements

- Have an earned professional degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree.
- Excellent written and verbal communication skills.
- Demonstrated ethical behavior, professionalism, interpersonal skills, demonstrated academic leadership and management abilities, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the school.
- Excellent verbal and written skills
- Ability to create and establish, build and sustain strong relationships.
- Be able to articulate the College of Pharmacy’s mission and values and discuss requirements and curriculum with prospective students, school counselors and parents through one-on-one encounters, in group settings and through pre-prepared presentations.

Working conditions

Usual office conditions

May involve evenings and/or weekends with overnight travel.


May involve periods of standing during career fairs.

Physical requirements

May involve lifting and transporting recruitment materials and supplies.

Direct reports

N/A

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

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

University of Louisiana at Monroe Job Description

Job Title	Regional Dean, Shreveport
College/School/Department/Office	College of Pharmacy/Shreveport Campus
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	12-month Faculty

Job Summary

Serves as administrative officer responsible for comprehensive programmatic delivery on the Shreveport campus.

Duties and Responsibilities

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

1. Represent the Office of the Dean in all local matters relating to the College of Pharmacy within the assigned region. Typical functions include representing the College to external organizations, institutions and agencies, and campus-wide bodies, plan and implement student activities and campus events (e.g. CE programs, assessment days, applicant interviews, etc.) in collaboration with the appropriate Associate Dean.
2. Assign duties and supervise the professional and clerical staff assigned to the Regional Campus to balance workloads and meet programmatic needs on the campus.
3. Develop partnerships and negotiate professional services contracts with health-systems, community pharmacies, and other organizations for education, patient care, and research within the assigned region.
4. Collaborate with campus assigned faculty to meet the day-to-day operational needs of the academic program delivery on the regional campus, consulting with the respective school director as appropriate.
5. Act as the Dean's representative for all student services (in the assigned region) in concert with the Office of Student and Professional Affairs and the Deanship. Services include but are not limited to:
 - a. Assist in the recruitment of students
 - b. Coordinate student organizational and alumni activities
 - c. Conduct fundraising activities for college development and student scholarships
 - d. Provide for advisement and counseling of students on campus
 - e. Arrange for onsite Financial Aid assistance as needed
6. Establish clerkship sites to meet the experiential curriculum and monitor and evaluate the quality of the site and preceptors on the Regional Campus.
7. Develop and maintain an infrastructure for purchasing, accounting, and computer support that is optimal within the Regional Campus.

8. Coordinate with School Directors the recruitment, orientation, and development of faculty within the region.
9. Forward recommendations to the School Directors for Adjunct Faculty appointments.
10. Foster individual and collaborative research among the faculty.
11. Serve on the following College and University Committees to represent the Regional Campus
 - College of Pharmacy Administrative Council
 - College of Pharmacy Dean's Council
 - College of Pharmacy Dean's Advisory Council
12. Conduct fundraising activities for college development and student scholarships within the assigned region.
13. Teach in assigned didactic courses and, if appropriate, clerkships.
14. Maintain an active scholarship program.
15. Actively participate in at least one professional/scientific association in region, Louisiana, and nationally.

Minimum Qualifications/Requirements

Education and/or Experience: Have an earned professional pharmacy degree (Preferred) (B.S. or Pharm.D.) and a terminal degree if the professional degree is a not a Pharm.D.; five 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 one of the academic departments of the College.

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, 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 college. Knowledge of current trends in outcomes assessment strategies. Utility of these knowledge bases to relate curricular aspects of the program to outcomes assessment. Detailed working knowledge of accreditation standards as they relate to pharmacy education.

Working conditions


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.

Physical requirements

N/A

Direct reports

Supervises the professional and clerical staff assigned to the Regional Campus.

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

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

University of Louisiana at Monroe

Job Description

Job Title	Director, School of Basic Pharmaceutical & Toxicological Sciences
College/School/Department/Office	College of Pharmacy/ School of Basic Pharmaceutical & Toxicological Sciences
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	12-month Faculty

Job Summary

Serve as the administrative officer responsible for comprehensive programmatic delivery on School of Basic Pharmaceutical and Toxicological Sciences.

Duties and Responsibilities

- Manage the department.
 - Participate in the development of a departmental budget in collaboration with the Dean.
 - Maintain departmental records
 - Assign duties to faculty members
 - Supervise departmental staff
 - Maintain finances, facilities, and equipment.

- Serve as leader for the department.
 - Provide long-term direction and vision for the department.
 - Solicit ideas for improvement of the department.
 - Plan and execute departmental faculty meetings.
 - Represent the department at professional meetings, when working with alumni, and with other stakeholders.

- Oversee the development of faculty in the department.
 - Recruiting, selecting, and evaluating faculty.
 - Provide informal leadership to enhance faculty morale and professional development.

- Maintain proficiency within academic discipline.
 - Continue to teach in departmental courses

- Provide general program support by attending University, Community and Professional events as requested by the Dean.

- Serve on the Pharmacy Administrative Council

- Serve on professional, college and university committees as assigned.

Minimum Qualifications/Requirements

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 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 leadership and vision to build interdisciplinary collaborative research teams within the School, College, 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.

Working conditions


Normal office environment

Physical requirements

N/A

Direct reports

Faculty in the Basic Sciences department

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

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

University of Louisiana at Monroe

Job Description

Job Title	Associate Director, School of Basic Pharmaceutical & Toxicological Sciences
College/School/Department/Office	College of Pharmacy/School of Basic Pharmaceutical & Toxicological Sciences
Reports to	Director, School of Basic Pharmaceutical & Toxicological Sciences
Employee Classification (classified, unclassified, faculty)	12-month Faculty

Job Summary

The Associate Director, School of Basic Pharmaceutical & Toxicological Sciences provides administrative support to the Director and is also responsible for oversight of the undergraduate Toxicology program and the Graduate program within the College of Pharmacy.

Duties and Responsibilities

(10%) Provides administrative support and oversight for the School of Basic Pharmaceutical and Toxicological Sciences.

(45%) Responsible for all aspects of the BS in the Toxicology Program:

- Oversee the development of faculty in the department.
- Participate in recruiting, selecting, and evaluating faculty.
- Provide informal leadership to enhance faculty morale and professional development.
- Participate in the development of a departmental budget in collaboration with the administrative team
- Maintain departmental records
- Assign duties to faculty members
- Supervise departmental staff
- Maintain budget, facilities, and equipment.
- Provide long-term direction and vision for the department.
- Represent the department at professional meetings, when working with alumni, and other stakeholders.
- Complete and submit the annual Degree Program Assessment.

1. (45%) Responsible for all aspects of the Ph.D. in the Pharmacy program

- Manage or supervise the admissions process
- Manage or supervise student records, in consultation with the College's Program Data Analyst.
- Complete and submit the annual Degree Program Assessment.
- Serve on appropriate relevant committees.

In addition, the Associate Director, School of Basic Pharmaceutical & Toxicological Sciences must also:

- Maintain proficiency within academic discipline.
- Continue to teach in departmental programs.
- Attend University, community, and professional events as requested by the Dean
- Serve on committees as assigned.

Minimum Qualifications/Requirements

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 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 leadership and vision to build interdisciplinary collaborative research teams within the Department, College, 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.

Working conditions


Normal office environment

Physical requirements

N/A

Direct reports

Faculty in the toxicology department

Approved by:	 H. Glenn Anderson, Dean
Date approved:	06/27/18
Reviewed:	

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

University of Louisiana at Monroe Job Description

Job Title	Director, School of Clinical Sciences
College/School/Department/Office	College of Pharmacy/School of Clinical Sciences
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Faculty

Job Summary

Serves as the administrative officer responsible for comprehensive programmatic delivery for the School of Clinical Sciences and oversees the development of the faculty in the school, including recruiting, selecting, and evaluating faculty. The School of Clinical Science consists of faculty that teach extensively in the classroom, practice in the clinical setting, conduct research, and provide pharmacy practice experiences to pharmacy students.

Duties and Responsibilities

- Provides informal leadership to enhance faculty morale and professional development
- Manages the department
 - Participates in the development of a departmental budget in collaboration with the Dean
 - Maintains departmental records
 - Assigns duties to faculty members
 - Supervises departmental staff
 - Maintains finances, facilities, and equipment
- Provides leadership and mentorship for the department
 - Provides long-term direction and vision for the department
 - Assists in the development and stewardship of faculty practice sites
 - Solicits ideas for improvement of the department
 - Plans and executes departmental faculty meetings
- Maintains proficiency within academic discipline
- Miscellaneous
 - Continues to teach departmental courses
 - Provides general program support by attending university, community and professional events, as requested by the Dean
 - Serves on the Pharmacy Administrative Council
 - Serves on professional, school, and university committees, as assigned

Minimum Qualifications/Requirements

Candidate must have an earned professional pharmacy degree, with a Pharm.D. preferred, or a terminal degree if the professional degree is not a Pharm.D., and a minimum of seven years of relevant experience in pharmacy education. Documented accomplishments in teaching, research, and service at a significant level to be appointed at the rank of associate professor in the School of Clinical Sciences of the College of Pharmacy is required.

Other qualifications include:

- Exceptional proven skills in teaching, research, and service
- Ability to encourage and direct multidisciplinary care and active learning techniques
- Demonstrated leadership and excellence in pharmacy education
- Excellent written and verbal communication and interpersonal 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 stakeholders, regulatory agencies, faculty, staff, students, and members of the profession of pharmacy and other business entities
- Ability to write and publish high quality articles for peer-reviewed publications
- Ability to effectively present information to individuals at all levels ranging from children to members of boards of directors and legislators
- 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
- Demonstrated ethical behavior, professionalism, and interpersonal skills
- Demonstrated academic leadership and management abilities sufficient to effectively direct the support staff
- Significant knowledge of current professional trends in pharmacy and general knowledge of current trends in pharmacy practice as they relate to curricular aspects of the school
- Eligible for Louisiana licensure

Working conditions


Normal office environment

Physical requirements

N/A

Direct reports

Faculty in Clinical Sciences department

	
Approved by:	H. Glenn Anderson, Dean, CHPS
Date approved:	06/27/18
Reviewed:	

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

University of Louisiana at Monroe Job Description

Job Title	Director, Office of Outcomes Research & Evaluation
College/School/Department/Office	College of Pharmacy / Office of Outcomes Research and Evaluation
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Unclassified

Job Summary

This position is responsible for the oversight of the overall operation of the Office of Outcomes Research and Evaluation and ensures that contractual obligations are fulfilled.

Duties and Responsibilities

- Supervise / Manage and be responsible for the overall operation and staff of the Office of Outcomes Research and Evaluation (OORE), ensuring that contractual obligations are met;
- Serve as liaison with Louisiana Department of Health (LDH), the University of Louisiana at Monroe (ULM), and the ULM College of Pharmacy;
- Serve as in-office approving agent on all personnel matters;
- Work with the Director, Prior Authorization, Enhanced PA on all prior authorization activities, including clinical research and appeals;
- Work with the Assistant Director, Quality Measurement and Analytics on all related activities and analyses;
- Along with other OORE staff, direct outcomes research projects, data analyses, and clinical research and prepare related written reports at the request of LDH;
- Attend national and regional meetings at the request of LDH;
- Serve on the Pharmacy Administrative Council of the ULM College of Pharmacy;
- Participate in disaster relief activities at the request of the Louisiana Medicaid program, LDH, or ULM; and
- Perform other duties as assigned.

Minimum Qualifications/Requirements

A Ph.D. degree in pharmacy administration, healthcare administration, outcomes research, health economics, public health or a related field is required. A strong background in research design and outcomes research is necessary. A clinical background and familiarity with SAS® or SAS® Enterprise Guide® are preferred. Leadership experience, which includes supervision and management, is desired.

Working conditions


May require holiday, after-hours and/or weekend work.

Physical requirements

Must be able to sit for extended periods of time and lift a maximum of 25 pounds.

Direct reports

Director, Prior Authorization, Enhanced PA; Assistant Director, Analytics and Quality Measurement; Select Senior Analysts; Program Manager; Administrative Assistant / Lock-In Support; Pharmacist, Quality Unit Support; Clinical Quality Program Manager

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

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