

**University of Louisiana at Monroe**  
**Job Description**

<b>Job Title</b>	Director of Pharm.D. Program
<b>College/School/Department/Office</b>	College of Pharmacy/Administration
<b>Reports to</b>	Assistant Dean of Academic Affairs, College of Pharmacy
<b>Employee Classification (classified, unclassified, faculty)</b>	12-month Faculty

**Job Summary**

The Director of the PharmD Program provides leadership, coordination, and oversight for the professional Doctor of Pharmacy curriculum. The Director is responsible for ensuring alignment of the curriculum with accreditation standards, supporting faculty in course delivery, and fostering student success through integrated academic and professional development experiences.

A central component of this role is oversight of the Personal Growth & Development (PGD) course series and Interprofessional Education (IPE) program. The PGD series is a six-semester sequence of one-credit courses focused on professional identity formation, leadership, resilience, and personal development, delivered in concert with IPE activities.

**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. Oversee development and implementation of curriculum in the College of Pharmacy.
  - b. Review all course evaluations each semester.
  - c. 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.
  - d. Maintain the College's pre-pharmacy and professional pharmacy section of the University's undergraduate and graduate catalogs.
  - e. Enforce course prerequisites.
  - f. Schedule courses, exams and work load reports each semester.
2. Responsible for comprehensive programmatic delivery of the Interprofessional Education Program (IPE)
  - a. Ensure IPE meets ACPE accreditation requirements as well as assist other health programs with IPE accreditation requirements.
  - b. Assume responsibility for budgeting, financial oversight and financial reporting
  - c. Serve as the liaison between the College of Pharmacy and its partner schools/colleges and programs, as well as external organizations (AACP,

- IPEC, etc.) to accomplish the strategic goals and objectives of the IPE Program.
- d. Serve as Ex Officio member of the Co-College IPE committee
  3. Responsible for comprehensive programmatic delivery of the Personal Growth and Development (PGD) Course series
    - a. Oversee the six-semester PGD course series.
    - b. Collaborate with the Curriculum Committee to integrate PGD and IPE across all years of the program.
    - c. Approve course syllabi and schedules for PGD/IPE.
  4. Work with School Directors to ensure coverage for all course coordination, lecture topics, and PGD and IPE activities.
  5. Foster collaboration across schools, departments, and with external partners (e.g., CHS, VCOM).
  6. Partner with the Director of Assessment to map PGD and IPE outcomes to program competencies and accreditation requirements.
  7. Lead efforts to maintain compliance with all ACPE accreditation standards.
  8. Represent the PharmD program in accreditation self-studies, site visits, and external reviews.
  9. Monitor and implement best practices in pharmacy education and professional development

### **General Expectations**

- Model leadership, professionalism, and effective communication in alignment with College expectations.
- Play facilitating role in team meetings to encourage other team members to participate.
- Perform individual and team-assigned work/responsibilities on time and to standards.
- Respond to stakeholder and colleague requests in a timely manner.

### **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

**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 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**

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**

N/A

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

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