

University of Louisiana at Monroe

Job Description

Job Title	Program Director, Assessment and Accreditation
College/School/Department/Office	College of Pharmacy
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Faculty

Job Summary

The Program Director of Assessment and Accreditation will provide oversight, leadership, and support for educational and programmatic assessment in the College of Pharmacy. The Program Director is responsible for collection, analysis, and assessment of data used to improve educational and programmatic outcomes and support accreditation based on Accreditation Council for Pharmacy Education (ACPE) standards. This is a supportive role and requires the Program Director to maintain good relationships with faculty, staff, and students to serve each group in the threefold mission of 1) maintaining ACPE standards, 2) improve program outcomes through institutional research, and 3) improve individual outcomes through direct application of analysis and assessment.

Duties and Responsibilities

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

Program Assessment and Evaluation

- Oversee all assessment-related activities for the College of Pharmacy
- Design and lead the College's Assessment Plan.
- Coordinate with faculty, committees, and key stakeholders to develop and implement assessments, tools, and strategies to assess and improve all aspects of the professional program.
- Communicate assessment results and reports to the faculty, students, and other stakeholders as appropriate.
- Keep and administer assessment data for the College.

Accreditation

- Coordinate activities relating to accreditation and ACPE.
- Administer and complete annual American Association of Colleges of Pharmacy (AACCP) surveys and data requests.
- Coordinate, prepare, and disseminate extracollegiate reports and letters related to assessment and accreditation, including those for ACPE and AACCP.
- Manage workflows and assemble projects related to accreditation, such as self-study reports.
- Serve as liaison with the ULM Office of Assessment and Evaluation
- Update public-facing accreditation information.

College Service

- Consult for College committees or faculty members on institutional research or assessment-related projects.
- Serve on College and University committees as assigned by the Dean.
- Teach in assigned didactic and experiential courses.
- Maintain an active scholarship program.
- Provide statistics and analysis support for faculty when possible.

General Expectations

- All Faculty are expected to be 360-degree leaders and are expected to understand and utilize leadership concepts to liberate others.
- 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.
- Receive no valid complaints about conduct during the year from stakeholders.
- Respond to requests for information from coworkers within 48 business hours of request.

Minimum Qualifications/Requirements

Education and/or Experience: Have an earned professional pharmacy degree (Preferred) (B.S. or Pharm.D.) or a terminal degree if the professional degree is 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 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 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 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. Proficient with statistics and data visualization software, such as R, and database management.

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 Program Director. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining employees who report directly to the Program Director, as well as addressing complaints and resolving problems of persons who report to those individuals reporting directly to the Program Director.

Approved by:	Gina Craft, Dean
Date approved:	2025-09-22
Reviewed:	

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