

University of Louisiana at Monroe Job Description

Job Title	Assistant Dean, Academic Affairs
College/School/Department/Office	College of Pharmacy/Administration
Reports to	Senior Associate Dean, College 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 College of Pharmacy degree programs (BS in Pharmaceutical Sciences, BS in Toxicology, Pharm.D., and Ph.D. in Pharmacy and Pharmacology).
 - a. In association with the Program Director of the PharmD Program, oversee development and implementation of curriculum in the College of Pharmacy.
 - i. Collaborate on scheduling, pre-pharmacy and Pharm.D.catalog maintenance, course evaluations, etc.
 - b. Collaborate with the Program Director of Assessment, the Assessment Committee, and the Curriculum Committee to ensure curricular quality and identify areas of further evaluation.
2. Oversee College of Pharmacy Academic Standards
 - a. Each semester, identify students who do not meet College 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.
 - b. In association with the Program Director of Assessment, the Assessment Committee, the Curriculum Committee and the Student Services Committee, identify factors in student progression and retention that warrant further evaluation and/or assessment.
 - c. Provide support to the Student Services Committee, including information for committee deliberations.
 - d. Participate in the final review and approval of sanctions levied.
3. Student Success Program
 - a. Admissions
 - i. Support the Admissions Committee in the admissions process for the Provisional Entry Program (PEP) and the Pharm.D. program.
 - ii. Oversee data collection and storage for all applicants.
 1. Download and maintain PharmCAS data.

- iii. Verify applicants meet all minimum standards and ensure completeness of applications before forwarding them to the Admissions Committee.
 - iv. Notify students of acceptance and denial and maintain a wait list for those not initially admitted.
 - v. Maintain confidentiality of student records and integrity of the admissions process.
 - vi. Maintain appropriate documentation to meet ACPE accreditation requirements.
 - vii. Update admissions website annually to align with policy changes and maintain ACPE compliance.
 - b. Student Records
 - i. Maintain admissions records on all applicants through the admissions process.
 - ii. Maintain enrollment, grades, and official student files for all professional students and graduates.
 - iii. Ensure students admitted into the program have completed appropriate pre-pharmacy coursework.
 - c. Early Intervention Program
 - i. Introduce evidence-based study strategies in boot camp and offer additional counseling and support to students throughout the program.
 - ii. Identify students struggling in multiple classes by ExamSoft reporting function; meet with students one-on-one throughout the semester to provide various means of academic support.
 - iii. Maintain a record keeping system to document these encounters.
 - iv. Support and oversee the Student Success Coordinator who will also engage in the Early Intervention process.
 - d. Provide academic advising for modified progression students.
 - e. In association with the Director of Experiential Education and Assistant Dean for Student Affairs, verify students going on practice experiences have appropriate academic credentials and required documentation.
 - f. Maintain academic records related to remediation and progression in conjunction with the Program Director of Assessment.
 - i. Update the Progression and Attrition Report from the DFWI Report after remediation has been completed.
 - g. Verify academic records of students completing the program to ensure degree integrity.
- 4. Faculty Development
 - a. Support and collaborate on faculty development initiatives and programming.
- 5. 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.
- 6. Library Resources
 - a. Serve as the contact for library vendors and manage contract renewals.

- b. Oversee access to electronic resources to ensure students, faculty, and staff have the tools needed to support teaching, learning, research, and accreditation requirements.
- 7. Assist School Directors in coordinating activities among Schools within the College.
- 8. Provided general program support by attending University, Community and Professional events as requested by the Dean.
- 9. Serve on the Pharmacy Administrative Council
- 10. Serve on the Dean’s Advisory Council
- 11. Teach in assigned courses
- 12. Serve on professional, college and university committees as assigned.
- 13. Maintain an active scholarship program.
- 14. Other responsibilities as assigned by the Dean.

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

Working conditions

Normal business environment

Physical requirements

N/A

Direct reports

Supervises the Program Director of PharmD Curriculum. Assists the Assistant Dean of Student Affairs to supervise the Student Success Coordinator. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining personnel that report directly to the Assistant Dean of Academic Affairs as well as resolving problems of persons who report directly to the Assistant Dean of Academic Affairs.

Approved by:	Gina Craft, Interim Dean
Date approved:	
Reviewed:	3/17/26

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

