

University of Louisiana at Monroe
College of Pharmacy
Job Description

Job Title	Senior Associate Dean
College/School/Department/Office	College of Pharmacy/Administration
Reports To	Dean, College of Pharmacy
Employee Classification	12-Month Faculty

Job Summary

Serves as the administrative officer responsible for comprehensive programmatic delivery on the Shreveport campus, oversight of the Office of Experiential Education, as well as the administrator with primary responsibility for promoting and growing the profession of pharmacy within the State of Louisiana

Shreveport Campus Regional Administration:

Essential Duties and Responsibilities include the following, with other duties that the Dean may assign.

1. Serve as the Dean's representative for all regional matters, including student services, external relations, and campus events.
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, in coordination with the School Director when Clinical Sciences faculty are involved.
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. Provide for advisement and counseling of students on campus
 - d. Arrange for on-site 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. Conduct fundraising activities for college development and student scholarships within the assigned region.

Advocacy:

Oversee the Advocacy efforts of the College of Pharmacy

1. Facilitate the college's visibility and educational efforts with local, state, and federal legislators
2. Provide education to COP students regarding legislative efforts impacting the College and the Profession.
3. Liaison with the Louisiana Board of Pharmacy
4. Track legislation impacting the College and the profession.
5. Develop relationships with legislative members and staff and advocate for the College and the profession.
6. In association with the Office of Student Affairs, plan and attend the annual legislative day at the capital.

Office of Experiential Education:

Provide strategic leadership for the Office of Experiential Education, including oversight of budgets, policies, curriculum development, and assessment.

1. Provide leadership and direction for the Office of Experiential Education.
2. Review and approve all budgets and policies governing the Experiential Programs.
3. Supervises the Director and Assistant Director of Experiential Education, and the administrative personnel assigned to the Senior Associate Dean.

Mentorship of the Assistant Dean for Academic Affairs:

Mentor the Assistant Dean for Academic Affairs by providing orientation to institutional policies, sharing historical context behind strategic decisions, and supporting the development of academic initiatives.

1. Share historical context and rationale behind key academic decisions, initiatives, and strategic priorities.
2. Offer insights on academic governance, curriculum oversight, accreditation standards, and faculty engagement.
3. Assist in the development of academic initiatives aligned with college goals and regulatory requirements.
4. Serve as a sounding board and advisor to foster confidence and autonomy in the new role.

Other Assigned Duties:

1. In association with the Dean and other Associate/Assistant Deans, determine the charge of and appoint members to the College of Pharmacy committees.
2. Assist School Directors in coordinating activities among Schools within the College.
3. Provided general program support by attending University, Community, and Professional events as requested by the Dean.
5. Serve on the following College and University Committees.
 - a. College of Pharmacy Administrative Council
 - b. College of Pharmacy Dean's Council
 - c. College of Pharmacy Dean's Advisory Council

6. Contribute to the development and implementation of the College's strategic plan.
7. Support the Dean in strategic planning, policy development, budget oversight, and external relations, including representing the College at professional events and fostering partnerships.
8. Assist with identifying funding opportunities and facilitating collaborations.
9. Foster partnerships with healthcare organizations, professional associations, and community stakeholders.
10. Assist in budget planning, fiscal oversight, and resource allocation.
11. Support the Dean in the overall administration and strategic direction of the College.
12. Assist with the development, implementation, and evaluation of academic programs (professional, graduate, and postgraduate).
13. Serve as the final review and approve sanctions levied by the Board of Ethical and Professional Conduct
14. Perform additional duties as assigned by the Dean to support the mission of the College.

General Expectations

1. Teach in assigned courses
2. Serve on professional, college, and university committees as assigned.
3. Maintain an active scholarship program.
4. All Faculty are expected to be 360-degree leaders and are expected to understand and utilize GiANT leadership tools to liberate others.
5. Play a facilitating role in team meetings to encourage other team members to participate.
6. Demonstrate professionalism by meeting deadlines, maintaining conduct standards, and responding to stakeholder requests promptly.
7. Receive no valid complaints about conduct during the year from stakeholders.
8. Respond to requests for information from coworkers within 48 business hours of the request.

Direct Reports

Supervises the Assistant Dean for Academic Affairs, the Director and Assistant Director of Experiential Education, and the administrative personnel assigned to the Senior Associate Dean. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining personnel that report directly to the Senior Associate Dean, as well as resolving problems of persons who report directly to the Senior Associate Dean.

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

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