

University of Louisiana at Monroe
School of Pharmacy
Job Description

Job Title: Associate Dean, Assessment

Reports To: Dean, School of Pharmacy

Summary: The Administrator with primary responsibility for the Assessment/Quality issues of the School of Pharmacy

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

1. 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.
 - a. 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
2. Coordinate activities relating to accreditation and ACPE.
 - a. Complete annual AACP online data gathering for AACP 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;
 - b. Coordinate, prepare, and disseminate reports related to curriculum, instruction and assessment to accrediting bodies and other external stakeholders
3. Serve as ex-officio member of SOP committees as assigned, including, but not limited to:
 - a. Mission, Planning, and Assessment Committee
 - b. Admissions Committee
 - i. Oversee the School of Pharmacy admissions process
 - ii. In association with the Associate Dean of Assessment, the Assessment Committee, and the Admissions Committee, identify factors in the admission process that warrant further evaluation and/or assessment.
 - iii. Oversee Admission Committee actions to ensure that they comply with Admissions policy.
 - c. Curriculum Committee
 - i. In collaboration with the Associate Dean for Academic Affairs, develop and disseminate policy and procedure statements related to curriculum and instruction (e.g. exam and grading policy, policies for distribution of course materials, syllabus template / guidelines) consistent with faculty / committee recommendations

- ii. In collaboration with the Associate Dean for Academic Affairs, ensure prompt and accurate communication of curricular, course or policy changes to School of Pharmacy faculty and appropriate University offices (e.g. registrar's office, undergraduate advising)
 - d. Faculty Development Committee
 - i. Contribute to design and production of faculty development materials and coordinate faculty orientation and development programming
 - ii. Develop an assessment reference library with current resources, tools and instructional materials for faculty
 - e. Mile Marker Exam Committee
- 4. Serve as liaison with ULM Office of Assessment and Evaluation.
 - a. Serve on University SACS Accreditation Committee
- 5. Consult with IT staff regarding:
 - a. computer processes and systems, in consultation with IT staff, for maintaining, updating and reporting data related to student, curricular, and programmatic outcomes
 - b. Provide information for website updates for organizational chart, strategic plans, and assessment data
 - c. Serve as site administrator to monitor and approve activities of faculty utilizing *CreateSurvey*
 - d. Serve as school administrator for the *Faculty Activities Database* which includes managing data as necessary to complete faculty portfolios and to generate accurate production reports
 - e. Oversee test grading services and review grade reports utilizing LXR*TEST software
 - f. Development and maintenance of the database designed to track progression, retention, and attrition data
 - g. Establish policies and procedures for the use of WebAdmit in the admissions process.
- 6. In association with the Dean and other Associate Deans, determine the charge of and appoint members to School of Pharmacy committees.
- 7. Assist Department Heads in coordinating activities among Departments within the School.
- 8. Provide general program support by attending University, Community and Professional events as requested by the Dean.
- 9. Serve on the Pharmacy Administrative Council.
- 10. Teach in assigned courses.

11. Maintain active scholarship program.
12. Serve on professional, school and university committees as assigned.
13. Other responsibilities as assigned by the Dean.

Supervisory Responsibilities: Supervises the Database Administrator

Education or Experience: 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 School of Pharmacy.