

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

**Job Title:** Dean, School of Pharmacy

**Reports To:** Vice President, Academic Affairs

**Summary:** The Administrator with primary responsibility for the School of Pharmacy

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

1. The Dean is responsible for the academic, administrative, and fiscal leadership of the School.
2. Provide vision, direct strategic planning, and be a strong advocate for all programs within the School.
3. In association with the Dean and other Associate Deans, determine the charge of and appoint members to School of Pharmacy committees.
4. Provide University support by attending University, Community and Professional events.
5. Represent the School to key external stakeholders.
6. Teach in assigned courses
7. Serve on professional, and university committees as assigned.
8. Chair Pharmacy Administrative Council.

**Supervisory Responsibilities:** Supervises the following:

- Associate Deans
- Department Chairs
- Facilities Director
- Director of Alumni Relations
- Business Manager
- Director of Graduate Studies

**Qualifications:** Must possess a terminal degree in the area of Pharmacy or Pharmaceutical Sciences or demonstrate a strong understanding of contemporary pharmacy and health care systems, with eligibility for pharmacist licensure preferred. The successful candidate will have a demonstrated record of successful administrative accomplishment (including program development and student recruitment and retention) and possess a strong record of teaching, service and scholarly achievement, including competitive extramural funding.