

## University of Louisiana at Monroe Job Description

<b>Job Title</b>	Associate Dean for Research
<b>College/School/Department/Office</b>	College of Pharmacy/Administration
<b>Reports to</b>	Dean, College of Pharmacy
<b>Employee Classification (classified, unclassified, faculty)</b>	12-month Faculty

### **Job Summary**

Serves as the chief administrative officer responsible for strategic leadership, growth, and development of a culture of research within the College.

### **Duties and Responsibilities**

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

1. Advise the dean on national research trends and their implications for the College.
2. Lead growth of the college's research enterprise:
  - a. Lead a college-wide culture of research or innovation;
  - b. Promote visibility of the College's research program within the College, University, community, region, and nationally;
  - c. Implement and monitor the College's strategic plan as it relates to research;
  - d. Create a highly supportive environment for research productivity across the College;
  - e. Facilitate expansion of innovation in pharmacy research across the college;
  - f. Facilitate the attainment of extramural research funding;
  - g. Seek and advocate for resource allocations;
  - h. Collaborate in recruitment of research-intensive faculty;
  - i. Promote engagement in interdisciplinary research across the faculty and externally with individuals, organizations, and relevant stakeholders;
  - j. Broker partnerships within the community and state; and
  - k. Generate and maintain outcome data on overall faculty research productivity, including the completion and submission of the annual AACP Grant Survey.
3. Develop faculty research capabilities:
  - a. Mentor faculty and students with respect to their research, career, and scholarship opportunities;
  - b. Collaborate with the Colleges School Directors to:
    - i. In terms of research -- develop, offer, provide, deliver and ongoing program for onboarding new faculty;
    - ii. Develop a developmental program that grows/improves the research capabilities of non-research trained faculty; and

- c. Develop an ongoing faculty development program targeted at increasing research productivity/success.
4. Growth of pharmacy student engagement and interest in research:
  - a. Serve as primary or corresponding advisor to the Student Research Organization; and
  - b. Develop and manage programs that engage pharmacy students in research within the College.
5. Act as liaison with the University's Office of Sponsored Programs to identify funding, entrepreneurial, and knowledge transfer opportunities;
6. Collaborate with Regional Deans and the Dean to accomplish 2-5 above;
7. Provide oversight to the vivarium;
8. Participate in accreditation activities for the College, especially those related to research.
9. Serve on assigned committees at the College and University levels. These include:
  - a. College of Pharmacy Deans' Meeting;
  - b. Pharmacy Advisory Committee;
  - c. Vivarium Committee; and
  - d. Others as assigned.
10. Supervise the professional and clerical staff assigned to the office.
11. Maintain an active scholarship program. Seek extramural funding for scholarship.

#### **Minimum Qualifications/Requirements**

**Education and/or Experience:** Have an earned a terminal degree if the professional degree; significant research experience; and seven years or more of relevant experience in pharmacy education. Documented accomplishments in teaching, research and service at a level to be appointed as a 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 inquires 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 and/or support staff. Imminent knowledge of current trends in medical/pharmacy research, and general knowledge of current trends in the pharmacy education as they relate to research aspects of the College. Detailed working knowledge of accreditation standards as they relate to pharmacy education and research.

**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**

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<b>Approved by:</b>	H. Glenn Anderson, Dean, CHPS
<b>Date approved:</b>	6/27/2018
<b>Reviewed:</b>	

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