

University of Louisiana at Monroe Job Description

Job Title	Senior Associate Dean, Academic Affairs & Advocacy
College/School/Department/Office	College of Pharmacy/Administration
Reports to	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 as well as strengthen ties to and visibility at the LA State Board of Pharmacy, state legislature and natural pharmacy organizations. Targets evolution of LA Pharmacy practice as The Colleges primary long term objective.

Duties and Responsibilities:

Includes the following, with other duties that may be assigned by the Dean:

1. Engage in, and lead our college's engagement in national advocacy efforts for pharmacy practice evolution toward provider status
2. Facilitate the college's visibility and educational efforts with local, state and federal legislators
3. Oversee the Office of Experiential Education
 - a. Provide leadership and direction for the Office of Experiential Education.
 - b. Review and approve all budgets and policy governing the Experiential Programs.
4. Oversee School of Pharmacy Academic Standards
 - a. Serve, as ex-officio, as the Dean's representative to the Academic Standards/Ethical and Professional Conduct Committee
 - b. Each semester, identify students who do not meet School 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.
 - c. In association with the Associate Dean responsible for Assessment, the Assessment Committee, the Curriculum Committee and the Academic Standards Committee, identify factors in student progression and retention that warrant further evaluation and/or assessment.
 - d. Oversee Academic Standards Committee actions to ensure that they comply with School and Committee policy.
 - e. Provide support to the Academic Standards Committee, including information for committee deliberations.
 - f. Serve as the final review and approve sanctions levied.

5. Oversee the Office of Student Success
 - a. Provide leadership, direction and oversight with respect to student professional development, student recruitment and student advising, counseling and retention services for the Office of Student Success.
 - b. Review and approve all budgets and policies governing student services and professional affairs.
 - c. Oversee student Office maintenance of student records and transcripts
 - d. Oversee the actions of the Office of Student Success to ensure that they comply with College and Office policy as well as comply with the general leadership directives of the school.
6. Oversee the Interprofessional Education (IPE) program for the College of Pharmacy
 - a. Provide leadership and direction for the IPE Program.
 - b. Review and approve all budgets and policy governing the IPE Program.
 - c. Oversee development and implementation of IPE curriculum in the College of Pharmacy.
 - d. In association with the Associate Dean responsible for Assessment, the Assessment Committee, and the Curriculum Committee, ensures that curricular assessment data from IPE result in quality enhancements to curricular content.
 - e. In association with the Associate Dean responsible for Assessment, the Assessment Committee, and the Curriculum Committee, identify factors in the IPE curriculum that warrant further evaluation and/or assessment.
 - f. Supervise the Director of Interprofessional Education
7. 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.
8. In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.
9. Assist School Directors in coordinating activities among Schools within the College.
10. Communicate College of Pharmacy Leadership Directives to the Office of Student Success, Office of Experiential Education.
11. Provided general program support by attending University, Community and Professional events as requested by the Dean.
12. Serve on the following College and University Committees as assigned
 - a. College of Pharmacy Administrative Council
 - b. College of Pharmacy Dean's Council
 - c. College of Pharmacy Dean's Advisory Council
13. Teach in assigned courses
14. Actively participate in at least one professional/scientific association in region, Louisiana, and nationally
15. Maintain an active scholarship program.
16. Other responsibilities as assigned by the Dean.

General Expectations

- All Faculty are expected to be 360-degree leaders and are expected to understand and utilize leadership concepts to liberate others.
- 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.
- Receive no valid complaints about conduct during the year from stakeholders.
- Respond to requests for information from coworkers within 48 business hours of request.

Minimum Qualifications/Requirements

Education and/or Experience: Have an earned professional pharmacy degree (Preferred) (B.S. or Pharm.D.) and a terminal degree if the professional degree is not a Pharm.D.; five years relevant experience in pharmacy education. Documented accomplishments in teaching, research, and service at a level to be appointed as a professor/associate 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 inquiries 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 directors 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 the support staff. Imminent knowledge of current professional trends in pharmacy, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the college.

Working conditions


Normal business environment

Physical requirements

N/A

Direct reports

Supervises the Director of Student Success, the Director of Experiential Education, Director of Faculty Development, Director of Interprofessional Education and the administrative personnel assigned to the Associate Dean. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining personnel that report directly to the Associate Dean as well as resolving problems of persons who report directly to the Associate Dean.

	
Approved by:	H. Glenn Anderson, Dean
Date approved:	6/6/24
Reviewed:	

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