


- Chairs the College's administrative/executive committee/council.
 - Annually evaluates direct reports to the Dean.
 - Oversees the promotion and tenure process in the College.
 - Oversees space utilization in the College.
 - Creates an environment that supports professional excellence.
 - Oversees accreditation processes, including development of accreditation reports and site visits
- Provides external representation to promote the College and the University.
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Direct reports

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

	
Approved by:	H. Glenn Anderson, Dean
Date approved:	6/27/18
Reviewed:	

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

University of Louisiana at Monroe
Job Description

Job Title	Associate Dean, Assessment & Admin Affairs
College/School/Department/Office	College of Pharmacy/Administration
Reports to	Dean, School of Pharmacy
Employee Classification (classified, unclassified, faculty)	12-month Faculty

- Provide information for website updates for organizational chart, strategic plans, and assessment data
- Oversee the development and maintenance of the database designed to track progression, retention, and attrition data
- Miscellaneous
 - In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.
 - Assist Department Heads in coordinating activities among Departments within the College.
 - Provide general program support by attending University, Community and Professional events as requested by the Dean.
 - Serve on the Pharmacy Administrative Council.
 - Teach in assigned courses.
 - Maintain active scholarship program.
 - Serve on professional, college and university committees as assigned.
 - Other responsibilities as assigned by the Dean.

Minimum Qualifications/Requirements

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 College of Pharmacy.

Working conditions

Work Environment: Normal job functions performed within a standard office

- ✘ Services as a liaison for the Ethics and Professional Conduct Committee.
- ✘ FERPA Compliance Officer for the College of Pharmacy.
- ✘ Liaison between ULM Financial Aid and the College of Pharmacy.
- ✘ Lead, organize and facilitate Graduation activities for all programs.
- ✘ Develop, implement and maintain programs to assist students with behavioral problems in the classroom.
 - o! Provide programming for faculty on how to deal with student problems in the classroom.
 - o! Provide counseling and/or support to students when needed.
 - o! Refer students to the Associate Dean of Academic Affairs for disciplinary problems when necessary.
- ✘ Administer the College of Pharmacy Students with Disability Policy.
- ✘ Supervise the validation and approve all student excuses classified as University approved excuses.
- ✘ Maintain appropriate and confidential student records.
- ✘ Serve as a liaison between the College of Pharmacy and University financial aid services.
- ✘ Serve as a liaison with student services on campus.
- ✘ Maintain student confidentiality.

Alumni Relations:

- ✘ Lead an active Alumni program.
 - o! Maintain Alumni organization.
 - o! Coordinate Alumni activities.
 - o! Maintain Alumni Database.
- ✘ Collaborate and work with University Alumni Center

Outreach Development:

- ✘ Maintain and grow Dufilho Society.
 - o! Plan activities, such as member recognition..
- ✘ Maintain and grow other giving opportunities
- ✘ Develop and Lead giving campaigns.
- ✘ Collaborate and work with University Foundation Office.

Additional Responsibilities:

- ✘ Represent Deanship at College, University, Community and Professional events as requested by the Dean.
- ✘ Serve on professional, College and University committees as assigned.
- ✘ Teach in assigned courses.
- ✘

- ¥! Manage budgets.
- ¥! Supervise College of Pharmacy Calendar.

Minimum Qualifications/Requirements

- ¥! Have an earned professional degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree.
- ¥! Excellent written and verbal communication skills.

8. Coordinate with School Directors the recruitment, orientation, and development of faculty within the region.
9. Forward recommendations to School Directors for Adjunct Faculty



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

Supervises the professional and clerical staff assigned to the Regional Campus.

Approved by:	H. Glenn Anderson, Dean
Date approved:	6/27/18
Reviewed:	

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University of Louisiana at Monroe
Job Description

Job Title	Director, School of Basic Pharmaceutical & Toxicological Sciences
College/School/Department/Office	College of Pharmacy/School of Basic Pharmaceutical & Toxicological Sciences
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	12-month Faculty

Job Summary

Serve as the administrative officer

Minimum Qualifications/Requirements

Education and/or Experience Have an earned doctorate from an established institution of higher learning. Current rank of Full or Associate Professor.

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 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 leadership and vision to build interdisciplinary collaborative research teams within School, College, University, and other academic and industrial institutions within the State of Louisiana. General knowledge of current trends in the pharmacy practice as they relate to curricular aspects of the s

Working conditions


Normal office environment

Physical requirements

N/A

Direct reports

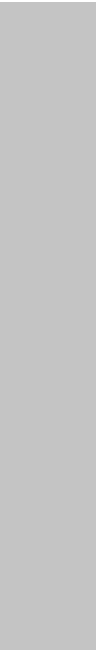
Faculty in the Basic Sciences department

Approved by:	 H. Glenn Anderson, Dean
Date approved:	6/27/18
Reviewed:	

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



Approved by:	H. Glenn Anderson, Dean, CHPS
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University of Louisiana at Monroe
Job Description

Job Title	Director, Office of Outcomes Research & Evaluation
College/School/Department/Office	College of Pharmacy / Office of Outcomes Research and Evaluation
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Unclassified

Job Summary

This position is responsible for the oversight of the overall operation of the Office of Outcomes Research and Evaluation and ensures that contractual obligations are fulfilled.

