

**Job Description**  
**Tenure Track Faculty**  
**The University of Louisiana at Monroe School of Pharmacy**

**Position Title: Assistant/Associate/Full Professor**

The position of Tenure-track Assistant/Associate or Full Professor in Pharmacy Practice has a multitude of responsibilities that are divided in the areas of teaching, service and scholarship. Tenure-track faculty are expected to develop a substantial program of scholarship that can withstand review from faculty at peer institutions. The Department describes scholarship in a broad sense, and expects that tenure track faculty will spend a significant amount of time pursuing and participating in scholarly activities.

**TEACHING (30-50%)**

Teaching is a primary responsibility for tenure track Pharmacy Practice faculty. Faculty are expected to provide 20-40 didactic lectures as well as teach six to eight months/year in the Advanced Practice Experience Program. Didactic lectures may be taught on campus or through distance learning technology. Teaching responsibilities are at the discretion of the Department Head. Specific responsibilities may include.

1. Coordination or Co-coordination of (a) team taught course(s).
2. Provision of lectures in team taught courses. This responsibility includes providing appropriate exam questions covering the material taught in a timely manner.
3. When appropriate, provision of a single instructor course (Serving as coordinator and lecturer)
4. Precepting students in the Advanced Practice Experience Program. Precepting responsibilities include not only direct supervision of students in patient care encounters, but also appropriately conveying expectations at the beginning of the experience, individualized teaching, and providing formative feedback at the midpoint of the experience and summative feedback at the end of the experience.

**SERVICE (20-40%):**

Service is the second area of primary responsibility for non-tenure track Pharmacy Practice faculty. The provision of professional services through contractual agreements with affiliated institutions may be a contributing factor in the relative weights of teaching and research assignments and annual evaluation of progress in these areas. Specific responsibilities may be delineated in a service contract; however, in general, responsibilities include:

1. Provision of pharmaceutical care for a defined population of patients
2. Documentation of the service, including the financial impact of the service on the affiliated institution and/or the patient population.
3. When appropriate, seeking patient or third party reimbursement for services.
4. Serving as a member, secretary or other officer on committees at the affiliated institution with the approval of the Department Head.
5. Serving as a member, secretary or chair of a Departmental, School, College or University committee.
6. Participation in graduation ceremonies when assigned.
7. Participation in Local, State and National Professional Organizations.
8. Provision of Community service.

### **SCHOLARSHIP (20-50%)**

The Department relies upon tenure-track faculty to support the Department with extramural funding and create national and international recognition for scholarship at the institution. Department does expect that individual faculty will pursue the discovery, integration, and application of knowledge as well as try innovative teaching techniques in the classroom. It is also expected that tenure-track faculty will aggressively pursue extramural funding for scholarly activities as well as publish in peer reviewed journals. Examples of desired Scholarly activities include

1. Invited research symposia at State, Regional, National or International meetings
2. Poster presentations at State, Regional, National or International meetings
3. Podium Presentations at State, Regional, National or International meetings
4. Peer-reviewed publication of
  - a. Book reviews
  - b. Letters to the editor
  - c. Case-report or case-series publications
  - d. Review or systematic review articles
  - e. Original research articles
  - f. Book Chapters
  - g. Books
5. Serving as a manuscript or book reviewer for peer reviewed publication
6. Pursuing and/or obtaining extramural funding for scholarly activities.
7. Development of computer related programming for educational or research purposes. These items should be peer reviewable.
8. Peer reviewable documentation demonstrating the quality and usefulness of novel Pharmaceutical Care Services or the application of new or novel models to your patient population.

### **Promotion and Tenure**

The awarding of tenure and the promotion from Assistant to Associate and /or Associate to Professor will occur according to the guidelines set-forth in the Department and University's guidelines; however, for tenure track faculty, the greatest emphasis will be placed in the areas of teaching and scholarly activities.

### **Work Assignments**

The relative weight of the each individual's expected contributions to teaching, service and scholarship will be determined based on the skills of the individual, external funding obtained, available university resources, and the needs of the University at any point in time.