

University of Louisiana at Monroe Job Description

Job Title	Dean, College of Pharmacy
College/School/Department/Office	College of Pharmacy
Reports to	Vice President for Academic Affairs
Employee Classification (classified, unclassified, faculty)	Faculty

Job Summary

The Dean of the College of Pharmacy is the chief academic officer and the administrative head of the College. The Dean holds academic rank and is charged with the administration, academic leadership, and supervision of the operation of the College and through its instructional programs, research, publications, and service activities.

Duties and Responsibilities

- Provides strategic leadership that develops an ever-improving College.
 - Provides vision and directs/implements strategic planning consistent with and in support of the University strategic plan.
 - Supports a culture of collegial governance.
 - Develops strong working relationships with other Deans, Vice Presidents, the University President, and other University administrators.
 - Promotes a collaborative and innovative environment.
 - Is a strong advocate for all schools and programs within the College.
 - Ensures programs meet accreditation standards.
 - Provides operational leadership for an effective, efficient, and dynamic College.
- Is responsible for the academic, administrative, and fiscal leadership of the College.
 - Recruits, retains, and leads high-quality faculty and staff.
 - Participates in and supervises efforts to recruit, retain, and graduate students from the College's degree programs.
 - Promotes and encourages dynamic and cutting-edge research environment.
 - Develops strong relationships with industries and promotes entrepreneurship.
 - Resolves complaints and grievances of students, staff, and faculty.
 - In association with the Associate Deans, determines the charge of and appoints members to College committees.

- 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.
 - Provides University support by attending University, Community, and Professional events.
 - Represents the College and School to external stakeholders.
 - Serves on professional and university committees as assigned.
 - Cultivates development opportunities for and supports development efforts of the ULM Foundation.

Minimum Qualifications/Requirements

The successful candidate 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.
- Demonstrate a background in providing visionary academic, administrative, and fiscal leadership.
- Have a demonstrated record of successful administrative accomplishment (including program development and student recruitment and retention).
- Possess a strong record of teaching, service, and scholarly achievement, including competitive extramural funding, consistent with the rank of professor.
- Have familiarity/experience with technology transfer/patents.
- Have the ability to work outside normal university business hours as needed and travel occasionally.

Working conditions

Normal office environment

Physical requirements

N/A

Direct reports

Reporting directly to the Dean are Assistant/Associate Deans and School Directors.

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

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