University of Louisiana at Monroe
Job Description

Job Title	Director, School of Clinical Sciences
College/School/Department/Office	College of Pharmacy/School of Clinical Sciences
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Faculty

Job Summary

Serves as the administrative officer responsible for comprehensive programmatic delivery for the School of Clinical Sciences and oversees the development of the faculty in the school, including recruiting, selecting, and evaluating faculty. The School of Clinical Science consists of faculty that teach extensively in the classroom, practice in the clinical setting, conduct research, and provide pharmacy practice experiences to pharmacy students.

Duties and Responsibilities

- Provides informal leadership to enhance faculty morale and professional development
- Manages the department
    - Participates in the development of a departmental budget in collaboration with the Dean
    - Maintains departmental records
    - Assigns duties to faculty members
    - Supervises departmental staff
    - Maintains finances, facilities, and equipment
- Provides leadership and mentorship for the department
    - Provides long-term direction and vision for the department
    - Assists in the development and stewardship of faculty practice sites
    - Solicits ideas for improvement of the department
    - Plans and executes departmental faculty meetings
- Maintains proficiency within academic discipline
- Miscellaneous
    - Continues to teach departmental courses
    - Provides general program support by attending university, community and professional events, as requested by the Dean
    - Serves on the Pharmacy Administrative Council
    - Serves on professional, school, and university committees, as assigned

Minimum Qualifications/Requirements

Candidate must have an earned professional pharmacy degree, with a Pharm.D. preferred, or a terminal degree if the professional degree is not a Pharm.D., and a minimum of seven years of relevant experience in pharmacy education. Documented accomplishments in teaching, research, and service at a significant level to be appointed at the rank of associate professor in the School of Clinical Sciences of the College of Pharmacy is required.

Other qualifications include:

- Exceptional proven skills in teaching, research, and service
- Ability to encourage and direct multidisciplinary care and active learning techniques
- Demonstrated leadership and excellence in pharmacy education
- Excellent written and verbal communication and interpersonal 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 stakeholders, regulatory agencies, faculty, staff, students, and members of the profession of pharmacy and other business entities
- Ability to write and publish high quality articles for peer-reviewed publications
- Ability to effectively present information to individuals at all levels ranging from children to members of boards of directors and legislators
- 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
- Demonstrated ethical behavior, professionalism, and interpersonal skills
- Demonstrated academic leadership and management abilities sufficient to effectively direct the support staff
- Significant knowledge of current professional trends in pharmacy and general knowledge of current trends in pharmacy practice as they relate to curricular aspects of the school
- Eligible for Louisiana licensure

Working conditions

Normal office environment

Physical requirements

N/A

Direct reports

Faculty in Clinical Sciences department

Approved by:	H. Glenn Anderson, Dean, CHPS
Date approved:	06/27/18
Reviewed:	

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