

University of Louisiana at Monroe Job Description

Job Title	Associate Dean, Effectiveness & Strategy
College/School/Department/Office	College of Pharmacy
Reports to	Dean, College of Pharmacy
Employee Classification (classified, unclassified, faculty)	Faculty

Job Summary

Serves as the Administrator with primary responsibility for the assessment & accreditation in the College of Pharmacy

Duties and Responsibilities

- Includes the following, with other duties that may be assigned by the Dean:
1. Oversee all assessment related activities for the College of Pharmacy
 - a. Consult and coordinate with faculty and relevant committees to design, develop, and implement strategies, tools, and processes to assess all aspects of the professional program.
 - b. Report all pertinent assessment findings and recommendations for improvement to the curriculum and assessment committees, the faculty, and other stakeholders to make continuous quality improvements in the professional program.
 - c. Manage assessment data.
 2. Coordinate activities relating to accreditation and ACPE.
 - a. Complete annual AACCP online data gathering for AACCP Roster and Profile of Pharmacy Faculty Data, survey of professional and graduate degree programs, tuition and fee data reports, and application pool, enrollment, and degrees conferred surveys;
 - b. Coordinate, prepare, and disseminate reports related to curriculum, instruction and assessment to accrediting bodies and other external stakeholders
 - c. Manages Pharm D program ongoing accreditation activities.
 3. Serve as liaison with ULM Office of Assessment and Evaluation.
 4. Provide information for website updates for organizational chart, strategic plans, and assessment data
 5. 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
 6. Teach in assigned didactic courses and, if appropriate, clerkships.
 7. Maintain an active scholarship program.

8. Actively participate in at least one professional/scientific association in region, Louisiana, and nationally.

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 a 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 director 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


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 Associate Dean. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining employees who report directly to the Associate Dean, as well as addressing complaints and resolving problems of persons who report to those individuals reporting directly to the Associate Dean. Supervises the Program Director of Assessment.

Approved by:	 H. Glenn Anderson, Dean
Date approved:	6/6/2024
Reviewed:	

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