

University of Louisiana at Monroe Job Description

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

Job Summary

Serve as the administrator with primary responsibility for the curriculum of the College of Pharmacy

Duties and Responsibilities

Essential Duties and Responsibilities include the following, with other duties that may be assigned by the Dean.

1. Responsible for all aspects of the BS in the Pharmaceutical Sciences program and the Pharm.D. in the Pharmacy program.
 - a. Serve, as ex-officio, as the Dean's representative to the Curriculum Committee.
 - b. Oversee development and implementation of curriculum in the College of Pharmacy.
 - c. In association with the Associate Dean responsible for Assessment, the Assessment Committee, and the Curriculum Committee, ensures that curricular assessment data result in quality enhancements to teaching styles and curricular content.
 - d. In association with the Associate Dean responsible for Assessment, the Assessment Committee, and the Curriculum Committee, identify factors in the curriculum that warrant further evaluation and/or assessment.
 - e. Review all course evaluations each semester.
 - f. Maintain a description of Curricular Endpoint Competencies and a file of current descriptions of the learning objectives and course syllabi of each of the courses in the professional curriculum.
 - g. Maintain the College's pre-pharmacy and professional pharmacy section of the University's undergraduate and graduate catalogs.
 - h. Enforce course prerequisites
 - i. Schedule courses, exams and work load reports each semester.
2. Foster individual and collaborative research among the faculty.
3. 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
4. Teach in assigned didactic courses and, if appropriate, clerkships.
5. Maintain an active scholarship program.

6. 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.

	
Approved by:	H. Glenn Anderson, Dean
Date approved:	6/6/24
Reviewed:	

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