

**University of Louisiana at Monroe**  
**Job Description**

<b>Job Title</b>	Associate Dean, Academic Affairs
<b>College/School/Department/Office</b>	College of Pharmacy/Administration
<b>Reports to</b>	Dean, School of Pharmacy
<b>Employee Classification (classified, unclassified, faculty)</b>	12-month Faculty

**Job Summary**

Serve as the administrator with primary responsibility for the academic affairs of the College of Pharmacy

**Duties and Responsibilities:**

Includes 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 of Assessment, 1 1 Tb50 942 sesn

- simulated practice situations such that appropriate knowledge, skills and attitudes can be practiced and mastered.
- f. In association with the curriculum committee, oversee the actions of the Pharmacy Care Laboratory to ensure that they comply with assigned curricular outcomes, align with didactic curriculum, and integrate with Introductory and Advanced Practice Experiences.
  - g. In association with the curriculum committee, the Office of Experiential Education, the Pharmacy Care Laboratory Faculty and other participating faculty, ensure appropriate integration of Service Learning Experiences into the Pharmacy Care Laboratory.
3. Oversee School of Pharmacy Academic Standards
- a. Serve, as ex-officio, as the Dean's representative to the Academic Standards/Ethical and Professional Conduct Committee
  - b. Each semester, identify students who do not meet School of Pharmacy Academic Standards.
    - i. Identify all students receiving non-progressing grades
    - ii. Identify all students who will be placed on probation, suspension and/or dismissal and inform them in writing of the action taken.
  - c. In association with the Associate Dean of Assessment, the Assessment Committee, the Curriculum Committee and the Academic Standards Committee, identify factors in student progression and retention that warrant further evaluation and/or assessment.
  - d. Oversee Academic Standards Committee actions to ensure that they

5. Oversee the Interprofessional Education (IPE) program for the College of Pharmacy
  - a. Provide leadership and direction for the IPE Program.
  - b. Review and approve all budgets and policy governing the IPE Program.
  - c. Oversee development and implementation of IPE curriculum in the College of Pharmacy.
  - d. In association with the Associate Dean of Assessment, the Assessment Committee, and the Curriculum Committee, ensures that curricular assessment data from IPE result in quality enhancements to curricular content.
  - e. In association with the Associate Dean of Assessment, the Assessment

**Direct reports**

Supervises the Director of Student Success, the Director of Experiential Education, Director of Faculty Development, Director of Information Services, Director of Interprofessional Education and the administrative personnel assigned to the Associate Dean of Academi (A) 212 589.92 cm BT 50 0 0 50 400 166 Tm/TT1 1 Tf [(A) 2 (s) 9 (s) 9 (oc)