

University of Louisiana at Monroe Job Description

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

Job Summary

Serves as administrative officer responsible for comprehensive programmatic delivery on the Shreveport campus.

Duties and Responsibilities

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

- Represent the Office of the Dean in all local matters relating to the College of Pharmacy within the assigned region. Typical functions include representing the College to external organizations, institutions and agencies, and campus-wide bodies, plan and implement student activities and campus events (e.g. CE programs, assessment days, applicant interviews, etc.) in collaboration with the appropriate Associate Dean.
2. Assign duties and supervise the professional and clerical staff assigned to the Regional Campus to balance workloads and meet programmatic needs on the campus.
3. Develop partnerships and negotiate professional services contracts with health-systems, community pharmacies, and other organizations for education, patient care, and research within the assigned region.
4. Collaborate with campus assigned faculty to meet the day-to-day operational

8. Coordinate with School Directors the recruitment, orientation, and development of faculty within the region.
9. Forward recommendations to the School Directors for Adjunct Faculty appointments.
10. Foster individual and collaborative research among the faculty.
11. Serve on the following College and University Committees to represent the Regional Campus
 - College of Pharmacy Administrative Council
 - College of Pharmacy Dean's Council
 - College of Pharmacy Dean's Advisory Council
12. Conduct fundraising activities for college development and student scholarships within the assigned region.
13. Teach in assigned didactic courses and, if appropriate, clerkships.
14. Maintain an active scholarship program.
15. Actively participate in at least one professional/scientific association in region, Louisiana, and nationally.

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 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 tenured 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

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

[Redacted]

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Approved by:	H. Glenn Anderson, Dean
Date approved:	6/27/18

Reviewed:

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