

University of Louisiana at Monroe Job Description

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

Job Summary

Serves as the Administrator with primary responsibility for the assessment, accreditation, and administrative issues of the College of Pharmacy

Duties and Responsibilities

Includes the following, with other duties that may be assigned by the Dean:

- **Oversee all assessment related activities for the College of Pharmacy**
 - 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.
 - 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

- **Coordinate activities relating to accreditation and ACPE.**
 - 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;
 - Coordinate, prepare, and disseminate reports related to curriculum, instruction and assessment to accrediting bodies and other external stakeholders

- **Oversee all business office related activities for the College**

- **Serve as ex-officio member of COP committees as assigned** 5% **Serve as liaison with ULM Office of Assessment and Evaluation.**

- **Consult with IT staff regarding:**
 - computer processes and systems, in consultation with IT staff, for maintaining, updating and reporting data related to student, curricular, and programmatic outcomes

- Provide information for website updates for organizational chart, strategic plans, and assessment data
- Oversee the development and maintenance of the database designed to track progression, retention, and attrition data
- Miscellaneous
 - In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.
 - Assist Department Heads in coordinating activities among Departments within the College.
 - Provide general program support by attending University, Community and Professional events as requested by the Dean.
 - Serve on the Pharmacy Administrative Council.
 - Teach in assigned courses.
 - Maintain active scholarship program.
 - Serve on professional, college and university committees as assigned.
 - Other responsibilities as assigned by the Dean.

Minimum Qualifications/Requirements

Have an earned professional pharmacy degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree. 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 of Pharmacy.

Working conditions


Normal office environment

Physical requirements

N/A

Direct reports

Senior Accounting Coordinator, Technology Manager, Facilities Manager, Program Assessment Analyst, Program Director of Assessment, Program Director of Accreditation

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

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