JOB DESCRIPTION

Job Title: Executive Associate Dean
Reports To: Dean, College of Pharmacy
Prepared By: F. Lamar Pritchard, Ph.D.
Approved By: F. Lamar Pritchard, Ph.D.
Prepared Date: 2/19/15
Approved Date: 2/19/15

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

Summary: As the administrator with primary responsibility for the entire College, the Executive Associate Dean serves as the CEO and College representative in the absence of the Dean.

Supervisory Responsibilities: Supervises the Office of Development, Student and Professional Affairs, Academic Affairs and the Business Office.

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

1. Advises the Dean on matters concerning the budget.
2. Advises the Dean on matters concerning personnel.
4. Support the Dean operationally within the College and the University.
5. Facilitate all MOUs and MOAs between the College and other university and external units.
6. Chair the Executive Council and Executive Council Leadership meetings.
7. Function as the curator of key college documents including the Strategic Plan, College Bylaws, Policies and the Procedures, Appointments, Reappointments, Promotion, and Tenure for Faculty in the College.
8. Function as the initial leader for new initiatives.
9. Serve as the liaison with the University regarding implementation of university-wide program activities.
10. Manage areas that cut across professional education and graduate education, such as instructional technology, distance education, and programmatic expansion.
11. Oversee the appointment, reappointment, promotion, and tenure process in the College.
12. Oversee the faculty hiring process.
13. Communicate College of Pharmacy leadership directives to the Office of Student and Professional Affairs.
14. In collaboration with the Assistant Dean of Student and Professional Affairs, maintain oversight of the actions of the Office of Student and Professional Affairs to ensure that they comply with college and office policy as well as comply with the general leadership directives of the College.
15. In collaboration with the Assistant Dean for Student and Professional Affairs, ensure the College of Pharmacy admissions process is performed according to set policy.
Summary: The Dean appoints the Executive Vice Dean of Research who shall serve at the discretion of the Dean. Executive Vice Dean of Research shall strive to optimize the research environment within the College to increase research productivity, external funding, and collaborative research programs.

Essential Duties and Responsibilities: Includes the following, with other duties that may be assigned by the Dean. The Executive Vice Dean for Research will foster the research endeavors of the College by coordinating faculty development programs, ensuring facilitation of the grant writing and submission process, organizing and coordinating submissions of program project, equipment and/or training grants and overseeing the College’s graduate programs.

Supervisory Responsibilities: The directors of the institutes and centers and the Assistant Dean for Graduate Programs will report to the Executive Vice Dean for Research. The Research Committee reports to the Executive Vice Dean, and he/she serves as an ex-officio member of the Research Committee.
Education or Experience: Have an earned professional pharmacy degree (required) and a terminal degree if the professional degree is not the Doctor of Pharmacy Degree.

Summary: The administrator with primary responsibility for the academic affairs of the Pharm.D. program in the College of Pharmacy

Supervisory Responsibilities: Supervises the Assistant Dean for Experiential Education, Assistant Dean for Assessment, Director of Assessment and Accreditation, College Instructional Designer and the administrative personnel assigned to the Associate Dean for Academic Affairs. Responsibilities include assigning work, evaluating performance, rewarding or disciplining personnel and resolving problems of persons that report directly to the Associate Dean for Academic Affairs.

Essential Duties and Responsibilities: Includes the following, with other duties that may be assigned by the Executive Associate Dean or the Dean:

1. Oversee curriculum development and delivery in the Pharm.D. program
   a. Oversee development and implementation of curriculum in the College of Pharmacy.
   b. Guide Pharm.D. Curriculum Committee to ensure current curricular design and expected outcomes are in compliance with CAPE outcomes and ACPE standards
      i. Ensure appropriate sequencing and integration of material throughout the didactic and experiential portions of the curriculum
      ii. Ensure content covers the appropriate breadth and depth of skills and knowledge needed to prepare graduates to achieve program level outcomes upon graduation
   c. In association with the Assistant Dean for Assessment, the Assessment Committee, and the Pharm.D. Curriculum Committee, ensures that curricular assessment data is used to recommend quality enhancements to teaching styles and curricular content.
      i. Implement a course review process run through the Pharm.D. Curriculum Committee
      ii. Compile in tabular form the role and credentials of faculty teaching in the professional program (including adjunct and preceptors)
      iii. Maintain a continuous map of types of teaching pedagogies being used in the curriculum and the types of assessment of student learning being utilized in each course and practice experience
      iv. Work with department chairs and the Faculty Development Committee to ensure that curricular or assessment techniques that would be beneficial for faculty member are available in a timely manner
d. In association with the Assistant Dean for Assessment, the Assessment committee and the Pharm.D. Curriculum Committee, identify factors in the professional curriculum that warrant further evaluation and/or assessment.
   i. In collaboration with the Assistant Dean of Assessment, oversee the collection, reporting, and actions taken based on outcomes measured in the student learning assessment plan.

e. Review all course and faculty evaluations each semester for Pharm.D. courses
   i. Review results with department chairs
   ii. Identify recurring trends that need to be addressed for continuous quality improvement.

f. Maintain a description of program level student learning outcomes 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 professional pharmacy section of the University’s undergraduate and graduate catalogs.

h. Maintain the College’s official catalog for the Professional program.
  i. Implement and assess policies and procedures annually related to student progression through the Pharm.D. program
     i. Academic progression
     ii. Remediation
     iii. Missed coursework or credit
     iv. Academic probation
     v. Academic suspension
     vi. Academic dismissal
     vii. Dismissal for reasons of misconduct
     viii. Readmission
     ix. Leaves of absence
     x. Rights to due process
     xi. Appeal mechanisms (including grade appeals)

j. Implement and assess on a yearly basis an early intervention system of monitoring student performance

k. Enforce course prerequisites

l. Schedule courses each semester

m. Collect dates of Pharm.D. course assessments prior to each semester to ensure a balanced student workload throughout the semester

n. Schedule final examinations

2. Oversee the Pharm.D. accreditation process

3. In collaboration with the Assistant Dean for Student and Professional Affairs, ensure the College of Pharmacy admissions process is performed according to set policy
   a. In association with the Assistant Dean for Assessment, the Assessment Committee and the Pharm.D. Admissions and Progressions Committee, perform correlation analyses to identify admissions criteria used that warrant further evaluation and/or assessment.
   b. In association with the Office of Student and Professional Affairs, collect data needed for AACP surveys on demographics of enrolled students
4. In collaboration with the Assistant Dean of Experiential, maintain oversight of the Office of Experiential Programs
   a. Provide leadership and direction for the Office of Experiential Programs.
   b. Review and approve all budgets and policy governing the Experiential Programs.
   c. Ensure Office of Experiential Education is properly maintaining student records and transcripts
5. Oversee College of Pharmacy academic standards and the Pharm.D. Admissions and Progressions Committee activities related to academic standards
   a. Each semester, identify students who do not meet College 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.
   b. In association with the Assistant Dean for Assessment, the Assessment Committee, the Pharm.D. Curriculum Committee and the Pharm.D. Admissions and Progressions Committee, identify factors in student progression and retention that warrant further evaluation and/or assessment.
   c. Provide oversight and guidance to the Pharm.D. Admissions and Progressions Committee actions to ensure that they comply with college and committee policy.
   d. Provide support to the Pharm.D. Admissions and Progressions Committee, including information for committee deliberations.
6. In collaboration with the Assistant Dean of Assessment and the Director of Assessment and Accreditation, ensure all college programmatic assessment is performed according to policy and procedures and is distributed to key stakeholders in a timely fashion.
7. Oversee College of Pharmacy Board of Ethical and Professional Conduct
   a. Assist the Chair and co-chair of the Board of Ethical and Professional Conduct in disseminating information for the Committee, and facilitate obtaining witnesses for the Committee and accused party.
   b. In association with the Chair of the Board of Ethical and Professional Conduct, track committee cases and decisions.
   c. Maintain the official Board of Ethical and Professional Conduct files
   d. Oversee the Board of Ethical and Professional Conduct’s actions to ensure that they comply with committee policy.
   e. Provide support to the Board of Ethical and Professional Conduct, including providing information requested for committee deliberations.
8. Student/Faculty Relations
   a. Serve as the intermediary step between the Department Head and the Dean in the grade appeals process.
   b. Field, evaluate and act appropriately on student complaints/suggestions concerning the program, faculty, other students or other aspects of the program.
   c. Maintain the College file on student complaints/suggestions.
   d. Field, evaluate and act appropriately on faculty complaints concerning students.
      i. Provide records to the student file of action taken because of a viable complaint against a student.
e. Field, evaluate and act appropriately on student requests.

f. Maintain the College’s Student and Faculty Handbooks.

9. In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.

10. Assist Department Heads in coordinating activities among Departments within the College as it relates to the Pharm.D. program.

11. Communicate College of Pharmacy Leadership Directives to the Office of Experiential Education, and Office of Assessment.

12. Provide general program support by attending University, Community and Professional events as requested by the Dean or Executive Associate Dean.


14. Teach in assigned courses.

15. Serve on professional, college and university committees as assigned and/or specified in the College By-laws.

16. Conduct scholarly work in the areas of curricular design, innovation, improvement or educational assessment.
Job Title: Associate Dean, Operations  
Reports To: Dean, College of Pharmacy

Education or Experience: Have an earned professional pharmacy degree (preferred) and a graduate degree if the professional degree is not the Doctor of Pharmacy Degree.

Summary: The administrator with primary responsibility for the operational functions of the College of Pharmacy.

Supervisory Responsibilities: Supervises the College Information Systems Manager and the Communications Manager. Responsibilities include assigning work, evaluating performance, rewarding or disciplining personnel as well as resolving problems of persons who report directly to the Associate Dean of Operations.

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

1. Participate in Programmatic Assessment for the College  
   a. Oversee development and implementation of a universal continuous quality improvement (CQI) based assessment program in the College of Pharmacy.  
   b. In association with the Associate Dean of Academic Affairs, the Assistant Dean for Assessment (who oversees the program), the Assessment Committee, and the Pharm.D. Curriculum Committee, ensure that curricular assessment data result in quality enhancements to teaching and curricular content.  
   c. In association with the Associate Dean of Academic Affairs, Assistant Dean for Assessment, the Assessment Committee, and the Pharm.D. Curriculum Committee, identify factors in the curriculum that warrant further evaluation and/or assessment.  
   d. Review all course evaluations each semester, to ensure that evaluation results are being utilized appropriately in the College’s CQI system.  
   e. Serve, without a vote, as the Dean’s representative to the Pharm.D. Curriculum Committee and the IT Committee.  
   f. In association with the Associate Dean of Academic Affairs, Assistant Dean of Student Affairs, Assistant Dean for Assessment, the Assessment Committee, and the Pharm.D. Admissions Committee, identify factors in the admission process that warrant further evaluation and/or assessment.

2. Facilities Management  
   a. Provide primary oversight of the College’s facilities.  
   b. Provide primary oversight of the planning and development of future College facilities.

3. Technology Program  
   a. Develop and maintain an information technology and technology support program for the College of Pharmacy.
b. Provide oversight and supervisory support for the College’s IT personnel.
   c. Ensure that cutting-edge technology is utilized to enhance the teaching, research and service
      functions of the program where possible.
4. In association with the Dean and other Associate Deans, determine the charges of and appoint
   members to College of Pharmacy committees.
5. Assist Department Heads in coordinating activities among Departments within the College.
6. Communicate College of Pharmacy Leadership Directives to the Office of Communications and the
   Office of Technology and IT Support.
7. Provide general program support by attending University, Community and Professional events as
   requested by the Dean.
9. Teach in assigned courses.
10. Serve on professional, college and university committees as assigned.
11. Participate in the College of Pharmacy Development program.
   a. Accompany development staff on donor visits, when required
   b. Represent the College of Pharmacy at donor cultivation events
   c. Serve as a resource to development staff for College of Pharmacy information regarding
      faculty, programs, alumni, etc.
12. Other responsibilities as assigned by the Dean.
**Job Description**

**Job Title:** Assistant Dean, Assessment

**Division:** Academic Affairs

**Reports To:** Associate Dean, Academic Affairs

**Prepared By:** F. Lamar Pritchard, Ph.D.

**Prepared Date:** 2/19/2015

**Approved By:** F. Lamar Pritchard, Ph.D.

**Approved Date:** 2/19/2015

**Education or Experience:** Have an earned professional pharmacy degree and/or a terminal degree if the professional degree is not the Doctor of Pharmacy Degree, with adequate experience in pharmacy education and/or a degree in assessment.

**Summary:** The administrator with the primary responsibility for assessment of the College of Pharmacy who reports directly to the Associate Dean for Academic Affairs.

**Supervisory Responsibilities:** Supervises the Coordinator for Assessment. Responsibilities include assigning work, evaluating performance, rewarding or disciplining personnel and resolving problems of persons who report directly to the Assistant Dean of Assessment.

**Essential Duties and Responsibilities:** Includes the following, with other duties that may be assigned by the Associate Dean for Academic Affairs or the Dean:

1. Design, develop, and implement strategies, tools, and processes to assess student academic performance, faculty teaching effectiveness, course effectiveness, and overall effectiveness of the Pharm.D. program;
2. Coordinate Programmatic Assessment for the College by consulting and working with the college administration, faculty, the Director of Assessment and Accreditation, and relevant committees to establish quality criteria, and obtain stakeholder consensus for all aspects of the professional program.
3. Assist with preparations for the ACPE accreditation of the Pharm.D. program;
4. Consult with administration, faculty, staff and students to define desired educational outcomes for the Pharm.D. program;
5. Work with curriculum and assessment committees to determine educational outcomes to be addressed and assessed in each course; maintain a current educational outcomes map of the Pharm.D. curriculum;
6. Implement a system to track student achievement of educational outcomes with recommendations for remediation and maintain a quality systematic assessment of student learning outcomes plan and map, and Assist the Director of Faculty Development in the design and production of faculty development materials for topics related to assessment;
7. Work with faculty to develop in-class assessment tools/methods for both formative and summative assessment of student achievement, such as ExamSoft® and skills assessments;
8. Coordinate the course and faculty evaluation process;
9. Oversee data collection, analysis and preparation of assessment reports including but not limited to graduating senior surveys, faculty surveys, alumni surveys, preceptor surveys, and focus groups;
10. 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;
11. Conduct scholarly work in the area of educational assessment;
12. Coordinate all surveys to students and faculty through the Office of Assessment;
13. Serve on professional, college and university committees as assigned;
14. Lead faculty in constructing, administering, and scoring assessments of student performance including:
   a. PCOA/Progression Exams
   b. OSCEs, standardized, or simulated patient or other assessments including development of cases and scoring criteria, recruitment and training of standardized patients, logistical management;
   c. ExamSoft® Assessments
   d. Modified Block Exams
   e. Interprofessional Education (IPE) Assessments
15. Oversee efforts for data collection and analysis for the professional program to be included in the University’s yearly Institutional Effectiveness reports;
16. Work in collaboration with the Associate Dean for Academic Affairs and Director of Assessment and Accreditation on policies and procedures related to curriculum, assessment and accreditation of the professional program;
17. Assist the Associate Dean of Academic Affairs Office to complete annual AACP online data gathering for AACP 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;
18. Oversee computer processes and systems, in consultation with IT staff, for maintaining, updating and reporting data related to student, curricular, and programmatic outcomes;
19. Keep assessment information on the College’s website up to date;
20. Coordinate and/or teach assigned courses.
21. Keep up with the areas of assessment, curriculum and accreditation thru continuing education via webinars, professional meetings, and/or organizational membership;
22. Maintain an active scholarship program.
Job Title: Assistant Dean, Experiential Programs  
Division: Academic Affairs

Reports To: Associate Dean, Academic Affairs

Prepared By: F. Lamar Pritchard, Ph.D.  
Prepared Date: 2/19/15

Approved By: F. Lamar Pritchard, Ph.D.  
Approved Date: 2/19/15

Education or Experience: Have an earned professional pharmacy degree (required).

Summary: The administrator with primary responsibility for the directing/administering of the experiential programs of the College of Pharmacy

Supervisory Responsibilities: Supervises the Directors of Ambulatory-Based Advanced Pharmacy Practice Experiences, Institutional-Based Advanced Pharmacy Practice Experiences, Introductory Pharmacy Practice Experiences, Inter-Professional Education and the administrative personnel assigned to the Assistant Dean for Experiential Programs. Responsibilities include assigning work, evaluating performance, rewarding or disciplining personnel and resolving problems of persons who report directly to the Assistant Dean for Experiential Programs.

Essential Duties and Responsibilities: Includes the following, with other duties that may be assigned by the Associate Dean for Academic Affairs or the Dean:

1. Development of introductory and advanced pharmacy practice experiences;
2. Development of inter-professional pharmacy practice experiences;
3. Maintenance of records documenting student hours and completion of experiential requirements, and oversee the on-boarding process for students to sites;
4. Evaluation/assessment of experiential sites, preceptors, and interns (students);
5. Communication with State Board, and maintain compliance with Texas Pharmacy Act, and Pharmacy Rules related to internship program;
6. Responsible for all experiential courses and development of experiential course competencies in accordance with accreditation and with approval by the curriculum and assessment committees;
7. Recruitment and development of experiential sites and preceptors;
8. Preparation, negotiation, and execution of affiliation agreements for student experiential sites;
9. Edit and maintenance of experiential course manuals with input from experiential directors;
10. Development of preceptor continuing education programs;
11. Responsible for preceptor orientation to program and continued professional development of preceptors with regards to teaching, assessment, and continuous quality improvement;
12. Prepare reports related to experiential program aspects of ACPE accreditation;
13. Preparation of Career Placement Conference with Student Services Office and Events Coordinator;
14. Implementation and maintenance of electronic experiential management system;
15. Teach in assigned courses;
16. Serve on professional, college and university committees as assigned;
17. Conduct scholarly activities in the area of experiential education;
18. Engage in experiential development activities at the state and national level (e.g., AACP);
19. Oversee the creation and distribution of the preceptor newsletter;
20. Responsible for the maintenance of the aseptic technique CE course documents and administer the MTM certification program;
21. Responsible for reporting IPPE and APPE outcomes data to the Pharm.D. Curriculum Committee and the Pharm.D. Assessment Committee;
22. Responsible for disseminating postgraduate information and assisting graduating interns with the application process;
23. Assist the Office of Assessment with collection of graduating student data (e.g., residency match rate, job placement);
24. Assist with simulation activities related to experiential training;
25. Develop and implement use of simulated electronic medical records for experiential training;
26. Maintain an active scholarship program;
# JOB DESCRIPTION

**Job Title:** Assistant Dean, Graduate Programs  
**Reports To:** Executive Vice Dean, Research and Graduate Programs  
**Division:** Research and Graduate Programs

**Prepared By:** F. Lamar Pritchard, Ph.D.  
**Prepared Date:** 2/19/15  
**Approved By:** F. Lamar Pritchard, Ph.D.  
**Approved Date:** 2/19/15

**Education or Experience:** Have an earned doctorate degree (required) and documented accomplishments in teaching, research, and service at a level to be appointed as a faculty member in one of the academic departments of the College of Pharmacy.

**Summary:** The Assistant Dean of Graduate Programs manages the Office of Graduate Programs and is involved in development and implementation of university and College of Pharmacy policies related to graduate study for the College of Pharmacy. This involves monitoring and supporting students in all graduate degree granting programs in the College of Pharmacy and for all aspects of a graduate student’s academic career from recruitment through graduation. This dean also works with faculty in the development of new courses and programs, academic advising, and trouble-shooting difficult situations that may arise with graduate students and their programs. The Assistant Dean of Graduate Studies serves as liaison to campus initiatives involving graduate education. In addition, based on observed trends, expressed needs, and knowledge of emergent practices, this individual develops policy proposals regarding graduate education for faculty governance consideration.

**Supervisory Responsibilities:** Supervises the graduate academic advisors and any administrative personnel assigned to the Assistant Dean for Graduate Programs. Responsibilities include assigning work, evaluating performance, rewarding or disciplining personnel as well as resolving problems of persons that report directly to the Assistant Dean for Graduate Programs.

**Essential Duties and Responsibilities:** Includes the following with other duties that may be assigned by the Executive Vice Dean for Research or the Dean:

1. Liaise with University Graduate School on general policies for graduate programs and specifically M.S. and Ph.D. degrees administered in the College of Pharmacy;  
2. Supervise graduate admissions and work with staff to advise on and monitor graduate admission procedures. Review admissions decisions by programs. Review and approve award of recruiting bonuses;  
3. Determine the eligibility of students to receive Graduation Tuition Fellowship and in-state waivers, and monitor the posting of the awards to their accounts. Provide information about external funding sources and assist students in applying for fellowships. Review college scholarships awarded by the Student Affairs Committee;  
4. Guide decisions relating to graduate student progress and take a leading role in monitoring graduate student progress and keeping faculty informed about their students’ progress or failure to progress;  
5. Provide academic advice to graduate students referred by programs, deal with issues involving graduate student progress, appeals, individual and group complaints from students, working closely at times with the Student Advocates Office, the Dean of Students;
6. Handle petitions to the Graduate School, regarding special requests related to student programs, for example, special waivers and consideration in exceptional cases;
7. Work with graduate office and departmental staff, in the management of paperwork and other issues related to graduate students and faculty advising and to conduct and organize trainings for skill development related to managing graduate records at the departmental level;
8. Work with graduate office and departmental staff, in the management of paperwork and other issues related to graduate students and faculty advising and to conduct and organize trainings for skill development related to managing graduate records at the departmental level;
9. Work with Programs to Develop and support graduate student orientations, and Receptions, Workshops, and Convocations;
10. With assistance from Graduate Studies staff, respond to expressed need from graduate students for workshops, panel discussions, etc. regarding a variety of concerns, e.g., managing a program of studies, how to alleviate stress, preparing a vita and the job interview process, etc. Inform students of University programs that address these issues.

11. Program Development
   a. Work directly with faculty in the development of new courses and programs, and the revision of existing courses and programs through all steps of the process;
   b. Insure that faculty are trained in mentoring graduate students, and assist where necessary. Evaluate mentoring by monitoring student productivity and job success.

12. Evaluation and Reporting
   a. Provide annual reports on each graduate program to the Graduate Studies Committee and the executive leadership;
   b. Provide support to academic programs undergoing Graduate Program Reviews.

13. Committees
   a. Serve as ex officio member of the College Graduate Studies and Assessment Committees;
   b. Serve as a member of the College’s, Strategic Planning, Executive Council and Executive Council Leaders committees;
   c. Serve on the Graduate and Professional Studies Committee of the UH Faculty Senate.

14. Supervisory Responsibilities and Office Management
   a. Work with graduate office and departmental staff, primarily Graduate Academic Advisors, in the management of paperwork and other issues related to graduate students and faculty advising. Insure that staff is trained to manage graduate records at the college level;
   b. Work to maintain a positive, respectful work environment in which staff can be productive and comfortable;
   c. Support staff in their professional development and nominate staff for awards, promotion and merit raises as appropriate. Develop, implement and monitor changes in office functioning and efficiency in terms of both physical facilities, technology applications to graduate functions, and business practices, making changes as necessary to facilitate work flow and responsiveness to College faculty, staff and student needs;
   d. Approve changes in work processes and business practices. Work closely with department chairs and administration to integrate changes into the larger processes of the College of Pharmacy;
   e. Hold regular staff meetings.

15. Assuring Quality in Graduate Education
   a. Implement a system to track student achievement of educational outcomes with recommendations for progression;
b. Work with faculty to develop in-class assessment tools/methods for both formative and summative assessment of student achievement;
c. Communicate course and instructor assessment findings and recommendations for improvement to faculty and department heads; provide or identify resources to support improvements;
d. Consult and coordinate with faculty and relevant committees to establish quality criteria, insure that programs maintain a systematic Assessment Plan and Assessment Map for all aspects of the student training;
e. Report all assessment findings and recommendations for improvement to the Graduate Education Committee, and the faculty to make continuous quality improvements in the graduate programs;
f. Serve as resource and referral agent for student and faculty for issues related to curriculum, instruction, and assessment;
g. Support/Conduct scholarly work in the area of educational assessment;
h. In collaboration with the Associate Dean for Academic Affairs, develop and disseminate policy and procedure statements related to graduate curriculum and instruction (e.g. exam and grading policy, policies for distribution of course materials, syllabus template / guidelines) consistent with faculty/committee recommendations;
i. Comply with requests for data and other information regarding students and programs from external governing and professional bodies;
j. Utilize IT where appropriate to record student and program data;
k. Provide information for website updates for organizational chart, strategic plans, assessment data, recruiting materials and processes.

16. Student Career development
   a. Encourage and monitor use of Individual Development Plans;
   b. Encourage and monitor participation in university programs in non-disciplinary work skills;
   c. Support visiting scientists for career seminars.

17. Teaching assistants
   a. Assign TA resources to graduate programs;
   b. Assure training of TAs in educational IT and instructional skills in response to the needs of the professional program;
   c. Monitor TA performance and enforce compliance as required.

18. Student well being
   a. Supervise student grievance procedures;
   b. Advise students in difficulties
   c. Monitor overall student-faculty relationships;
   d. Promote and assist student organizations.

19. Maintain an active scholarship program.
Education or Experience: Have an earned professional pharmacy degree (required) and documented accomplishments in teaching, research, and service at a level to be appointed as a faculty member in one of the academic departments of the College of Pharmacy.

Summary: This is the administrator with primary responsibility for development, implementation and oversight of student services, student professional development and support of the admissions process, and is responsible to the Associate Dean for Academic Affairs.

Supervisory Responsibilities: Supervises the Student Services staff which includes the Director of Student Services, Academic Advisors I and II, Director of Pharmacy Admissions, Director of Pharmacy Recruitment, Student Events Planner, Financial Aid Advisor and the administrative personnel assigned to the Assistant Dean for Student and Professional Affairs. Responsibilities include assigning work, evaluating performance, rewarding or disciplining personnel that report directly to the Assistant Dean for Student and Professional Affairs as well as resolving problems of persons who report directly to the Assistant Dean for Student and Professional Affairs.

Essential Duties and Responsibilities: includes the following, with other duties that may be assigned by the Associate Dean or the Dean:

1. Ensures compliance with accreditation standards related to student affairs.
3. Oversees office operations and budget management, including staffing and planning. Supervises the Director of Student Services, Secretary II, Events Assistant, Student workers, and Tutors.
4. Facilitates discussions, initiatives, and School activities that enhance student life, development and build community.
   a. Serve as the Pharmacy Council Faculty Advisor.
   b. Maintain communication between the College and appropriate professional organizations.
   c. Develop, implement and enforce a policy concerning student financial support for professional meeting attendance and travel.
5. Coordinates and initiates programs that enhance student academic and professional development, increase retention, and respond to student needs.
   a. Directs and Provides Academic/Learning Support/Programmatic Advising for Pharmacy Students.
      i. Responsible for policy development and implementation for students with special needs.
      ii. Provides advising services on academic issues.
      iii. Meets with students related to personal, behavioral, or conduct issues.
      iv. Administers academic and personality instruments to assess needs of incoming P1 students and coordinates the use of such instruments within the advising process.
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v. Develops and oversees career advising for students
vi. Oversees programming to address time management, study skills, stress coping mechanisms, etc.
vii. Develop and oversee English Enhancement Course for incoming and current students
viii. Coordinates tutoring services
ix. Serves as first point of contact for the Student Pharmacist Recovery Network Program
x. Serve as a liaison between faculty and students on specific academic issues
xi. Instructs and counsels students, faculty and staff on academic difficulties and accommodation for students with disabilities. Maintain contact with students on leave.
b. Works with college faculty, administrators and students to solve student and college issues that affect the student learning environment
c. Serves as an ex officio member of the Student Affairs Committee

6. Serves as the student advocate for students throughout the admissions process and professional program
   a. Aids students in filing grievances, appealing decisions, withdrawing from the program, honor board charges and appeals

7. Develop and implement strategies and plans in cases of student emergencies. Ensure plans are consistent and compliant with other university initiatives.

8. Develop, implement and oversee the Student Professional and Career Development Program.
   a. Develop, implement and manage content of pharmacy student continuous professional development programs.
   b. Develop and implement programs that focus on career awareness and career planning
   c. Develop and implement mentoring programs.

9. Develop affiliations between faculty and students of the College of Pharmacy with the various professional societies and organizations to enhance student development and professional service.
   a. Monitor and advise the activities of student organizations, including:
      i. supervising and administration of their budget
      ii. planning for special programs.
   b. Ensure compliance with University regulations and ensure continuity from year to year.
   c. Develop and implement a system to track student organization activities that works congruently with regulatory requirements
   d. Coordinates meetings of student organization advisors
   e. Reviews and approves all student organization fundraising activities and requests for logo use

10. Directs and coordinates the writing and editing of the following print and internet documents:
   a. Student Handbook
   b. Faculty Advisor Handbook
   c. Graduation Directory
   d. All websites related to Student Affairs
      i. Provide forms and other pertinent information needed by students, faculty and staff
      ii. Provide pertinent and up to date admission and student services information
      iii. Orientation website

11. Oversees the admissions process
    a. Serves as an ex-officio member of the Admissions and Progressions Committee
    b. Manages the criminal background checks during the admissions process
c. Notifies applicants of their admissions status as determined by the Admissions and Progressions Committee
d. Coordinates the process for students who wish to transfer into UH College of Pharmacy
12. Oversees the recruitment plan and process
13. Oversees the Orientation Process and Programming
   a. Coordinates the White Coat Ceremony
14. Oversees Summer Camp
15. Oversees the Financial Aid and Scholarship Process
   a. Ensure information and assistance for private, UH and other financial aid is provided to enrolled and potential students.
   b. Ensure that the unique needs of the pharmacy students are met and students receive timely and effective information for clear understanding of financial aid, loan borrowing, and scholarship opportunities needed for maximizing the financial aid package.
16. Oversee the administration of the Scholarship and Awards program of the college in conjunction with the appropriate committee. Typical activities include:
   a. Develop a list of available scholarships and communicate the information to the college and distribute information to Student Affairs Committee.
   b. Supervise the scholarship application process.
   c. Collate and summarize appropriate information.
   d. Develop a list of available awards and communicate the information to the appropriate committee for their selection.
17. Oversee the Graduation Process
   a. Graduation Rehearsal
   b. Graduation Reception
   c. Commencement
   d. Convocation
   e. Pharmacy Student Graduation Committee
18. Conduct yearly assessment of effectiveness of office activities
19. Teach in assigned courses
20. Provide general program support by attending University, Community and Professional events as requested by the Associate Dean of Academic Affairs or the Dean.
21. Serve on professional, college and university committees as assigned.
22. Maintain an active scholarship program
23. Other responsibilities as assigned by the Associate Dean for Academic Affairs or the Dean.