

**JOB DESCRIPTION**

<b>Job Title:</b>	Dean	<b>Division:</b>	Pharmacy
<b>Reports To:</b>	Senior Vice President for Academic Affairs and Provost of the University		
<b>Prepared By:</b>	Andrea L. Smesny, PharmD	<b>Prepared Date:</b>	July 6, 2016
<b>Approved By:</b>	Faculty	<b>Approved Date:</b>	July 6, 2016
		<b>Review Date:</b>	9/9/2019

**Education or Experience:** Possess a distinguished record of academic service, superior interpersonal and management skills, and a demonstrated commitment to UH's and UHCOP's mission, vision, and the College of Pharmacy students.

**Summary:** The Chief Executive Officer of the College shall be the Dean who shall be appointed by the Senior Vice President for Academic Affairs and Provost of the University with the approval of the President and the Board of Regents of the University of Houston System.

**Essential Duties and Responsibilities:**

1. The Dean shall have general administrative authority over College affairs in the areas of educational policy, budgets, and personnel by procedures established by the University and the College By-Laws.
2. The Dean shall provide leadership regarding all academic programs.
3. The Dean shall be responsible for the interpretation of the College's programs to the University and community.
4. The Dean shall be responsible for the annual review of Departmental Chairs, Assistant/Associate Deans, College Business Administrator and other personnel who report directly to him.
5. The Dean shall review periodically all departmental and College programs.
6. The Dean shall be responsible for communicating the official business of the College with other University authorities.
7. The Dean may assign specific administrative duties to members of the faculty and administration of the College and may delegate executive authority to them.
8. The Dean shall make such recommendations as are necessary to the University; these recommendation shall include, but shall not be limited to, faculty appointment, promotion, tenure and salary increases. The Dean shall report such decisions to the individual faculty members directly and/or through Departmental Chairs.
9. The Dean shall be responsible for the preparation of the annual budget.
10. When appropriate, and after consultation with the Executive Council, the Dean will submit names of faculty members for appointment to University Committees. For instance, the Chair of the College Research Committee will serve as the College of Pharmacy representative to the University Research Council.
11. The Senior Vice President for Academic Affairs and Provost shall review the Dean every five years in accordance with University guidelines. The Dean shall solicit faculty feedback regarding his performance as well as the performance of Associate Deans, Executive Vice-Dean for Research, Assistant Dean, Department Chairs and Vice- and Executive Vice-Chairs and the state of the College. These formative assessments shall be performed on a yearly basis through the Center for Assessment.

**JOB DESCRIPTION**

<b>Job Title:</b>	Executive Associate Dean	<b>Division:</b>	Dean's Office
<b>Reports To:</b>	Dean, College of Pharmacy		
<b>Prepared By:</b>	F. Lamar Pritchard, Ph.D.	<b>Prepared Date:</b>	7/21/15
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	7/21/15
		<b>Review Date:</b>	9/9/19

**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.
3. Oversee the Offices of Development, Business, Communications and Information Technology.
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.

**JOB DESCRIPTION**

**Job Title:** Associate Dean of Research and Graduate Programs      **Division:** Dean's Office  
**Reports To:** Dean, College of Pharmacy  
**Prepared By:** F. Lamar Pritchard, Ph.D.      **Prepared Date:** 09/05/2019  
**Approved By:** F. Lamar Pritchard, Ph.D.      **Approved Date:** 09/05/2019

**Summary:** The Dean appoints the Associate Dean of Research and Graduate Programs who shall serve at the discretion of the Dean. This associate dean 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 Associate Dean of Research and Graduate Programs. The Research Committee reports to this associate dean, and he/she serves as an ex-officio member of the Research Committee.

**JOB DESCRIPTION**

<b>Job Title:</b>	Associate Dean, Academic Affairs	<b>Division:</b>	Academic Affairs
<b>Reports To:</b>	Dean		
<b>Prepared By:</b>	F.Lamar Pritchard, Ph.D.	<b>Prepared Date:</b>	2/19/15
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	2/19/15
		<b>Updated:</b>	10/3/19

**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, Director of Assessment and Accreditation, 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 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. Maintain a course preview and review process run through the Pharm.D. Assessment and Curriculum Committees
    - ii. Maintain the roles and credentials of faculty teaching in the professional program (including adjunct and preceptors)
    - iii. Through the PPSLO assessment plan, 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 Office of 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 Office of Assessment and Assessment Committee, oversee the collection, reporting, and actions taken based on outcomes measured in the PPSLO Assessment Plan
  - e. Oversight of the review all course and faculty evaluations each semester for Pharm.D. courses per the Course and Faculty Evaluation Assessment Plan
  - f. Maintain a description of PPSLOs and a file of current descriptions of the course proficiencies 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. Oversight with the Office of Student Affairs, the early intervention process of monitoring student performance
  - k. Enforce course prerequisites
  - l. Schedule courses each semester
  - m. Oversight and collection of Pharm.D. course assessments scheduling 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 Office of 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 as detailed in the College's Programmatic Assessment Plan.
  - b. In association with the Office of Assessment, 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 Office of 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 Office of Assessment ensure the College's Programmatic Assessment Plan is carried out 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.
2. In association with the Dean and other Associate Deans, determine the charge of and appoint members to College of Pharmacy committees.
3. Assist Department Heads in coordinating activities among Departments within the College as it relates to the Pharm.D. program.
4. Communicate College of Pharmacy Leadership Directives to the Office of Experiential Education, and Office of Assessment.
5. Provide general program support by attending University, Community and Professional events as requested by the Dean or Executive Associate Dean.
6. Serve on the College Executive Council and the College Executive Council Leaders.
7. Teach in assigned courses.
8. Serve on professional, college and university committees as assigned and/or specified in the College By-laws.
9. Conduct scholarly work in the areas of curricular design, innovation, improvement or educational assessment.

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**JOB DESCRIPTION**

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<b>Job Title:</b>	Assistant Dean, Experiential Programs	<b>Division:</b>	Academic Affairs
<b>Reports To:</b>	Associate Dean, Academic Affairs		
<b>Prepared By:</b>	F. Lamar Pritchard, Ph.D.	<b>Prepared Date:</b>	2/19/15
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	2/19/15
		<b>Updated:</b>	10/3/19

**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. Oversight on the 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. Work with the Office of Academic Affairs on student internship status
7. Responsible for all experiential courses and development of experiential course competencies in accordance with accreditation and with approval by the curriculum and assessment committees;
8. Oversight of paperwork, background checks, immunizations and other paperwork required for experiential rotations
9. Recruitment and development of experiential sites and preceptors;
10. Preparation, negotiation, and execution of affiliation agreements for student experiential sites;
11. Edit and maintenance of experiential course manuals with input from experiential directors;
12. Development of preceptor continuing education programs;
13. Responsible for preceptor orientation to program and continued professional development of preceptors with regards to teaching, assessment, and continuous quality improvement;
14. Prepare reports related to experiential program aspects of ACPE accreditation ;
15. Preparation of Career Placement Conference with Student Services Office and Events Coordinator;

Assistant Dean, Experiential Programs

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16. Implementation and maintenance of electronic experiential management system;
17. Teach in assigned courses;
18. Serve on professional, college and university committees as assigned;
19. Conduct scholarly activities in the area of experiential education;
20. Engage in experiential development activities at the state and national level (e.g., AACP);
21. Oversee the creation and distribution of the preceptor newsletter;
22. Responsible for the maintenance of the aseptic technique CE course documents and administer the MTM certification program;
23. Responsible for providing IPPE and APPE outcomes data to the Director of Assessment and the Assessment Committee for the PPSLO Assessment Plan and Programmatic Assessment Plans;
24. Responsible for helping collate postgraduate information with the Director of Assessment and Associate Dean for Academic Affairs (e.g., residency match rate, job placement)
25. Responsible for assisting graduating interns with the application process;
26. Assist with simulation activities related to experiential training;
27. Develop and implement use of simulated electronic medical records for experiential training;
28. Maintain an active scholarship program;



**College of Pharmacy**

Office of the Dean

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Assistant Dean, Graduate Programs</b>	<b>Division:</b>	<b>Research and Graduate Programs</b>
<b>Reports To:</b>	<b>Associate Dean, Research and Graduate Programs</b>		
<b>Prepared By:</b>	<b>F. Lamar Pritchard, Ph.D.</b>	<b>Prepared Date:</b>	<b>2/19/15</b>
<b>Approved By:</b>	<b>F. Lamar Pritchard, Ph.D.</b>	<b>Approved Date:</b>	<b>2/19/15</b>

**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 Associate Dean for Research and Graduate Program 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;

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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
  - 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.

**JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Dean, Rio Grande Valley (RGV) Satellite Campus	<b>Division:</b>	Pharmacy Practice and Translational Research Department (PPTR)
<b>Reports To:</b>	Dean, College of Pharmacy, PPTR Dept Chair		
<b>Prepared By:</b>	F. Lamar Pritchard, Ph.D.	<b>Prepared Date:</b>	2017
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	2017

**Summary:** As an administrative officer responsible for comprehensive programmatic delivery on a satellite campus, the Assistant Dean is responsible to the Dean of the College and Department Chair of Pharmacy Practice and Translational Research.

**Supervisory Responsibilities:** Supervises the professional and clerical staff, as assigned, and students assigned to the Satellite Campus. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining employees who report directly to the Assistant Dean, as well as addressing complaints and resolving problems of persons who report to those individuals reporting directly to the Assistant Dean. General supervision of residents, addressing complaints, and assisting in the resolution of problems referred by preceptors, residents, and division heads.

**Essential Duties and Responsibilities:** includes the following, with other duties that may be assigned by the Dean and Department Chair.

1. Represent the College of Pharmacy 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.
2. Provides a central point of contact for administration of student affairs, the professional curriculum, program assessment, development of introductory (IPPE) and advanced practice (APPE) experiences and post-graduate programs at the Satellite Campus.
3. Consult/provide recommendations to the Assistant Dean of Experiential Programs with respect to recruitment of community and hospital sites, as well as suggested placement of students assigned to the RGV campus.
4. Enforce policies and procedures regarding students involved in didactic and experiential courses.
5. Assist in the recruitment of students in the assigned region.
6. Serve as a point of contact with the administration at our affiliated institutions, in order to help establish quality experiential sites to meet the experiential curriculum and monitor and evaluate the quality of the site and preceptors on the Satellite Campus.
7. Each year coordinate with the Office of Experiential Programs to develop a experiential schedule for students assigned to the Satellite Campus.
8. Actively participate in the Department of Pharmacy Practice and Translational Research; serve as a formal or informal leader.
9. Coordinate with the Chair regarding didactic and experiential teaching assignments for faculty within the assigned region.

10. Coordinate with the Chair regarding the recruitment, orientation, and development of faculty within the region.
11. In collaboration with the Chair, conduct evaluations for faculty assigned to the Satellite Campus.
12. Provide academic leadership as evidenced by faculty assessment, mentoring and faculty development including progression toward successful promotion.
13. Forward recommendations to the Chair for Adjunct Faculty appointments.
14. Foster individual and collaborative research among the faculty and the College's partner institutions.
15. In concert with the College's Office of Research, individual faculty, Department Chair and partner institutions maintain adequate resources to foster and support research for the faculty on the Satellite Campus and oversee the research on the Satellite Campus if applicable.
16. Serve on the following College Committees to represent the Satellite Campus
  - a) Executive Council Leaders Committee
  - b) Executive Council Committee
  - c) Other appropriate College and Partner Institution Committees.
17. Supervise the faculty and support staff assigned to the Satellite Campus.
18. Teach in assigned didactic courses and experiential rotations.
19. Maintain an active scholarship program. Seek extramural funding for scholarship.
20. Actively participate in professional associations in the region, state, and nationally.
21. Maintain active patient care services.
22. Serve as Director of the UHCOP-RGV-Residency Program.
  - a) Work with Administration, Medical, and Pharmacy leadership at Doctors Hospital Renaissance (DHR) to provide the following:
    - a. leadership, strategic direction, and vision for the Residency Program.
    - b. strategies to ensure that the program obtains and maintains accreditation.
    - c. assistance, as necessary, with budgets and policy governing the residency program
  - b) Coordinate resident orientation and training programs essential for resident involvement in COP activities, including teaching and research.
  - c) Coordinate training programs as needed for residency preceptors, including oversight of all evaluations conducted by mentors.
  - d) Direct, mentor or provide oversight to designated preceptors in the development and enhancement of the residency.
  - e) Develop and coordinate residency recruitment and promotion.
  - f) Chair the Residency Search Committee, which will provide recommendations for hiring of new residents
  - g) Serve as chair or directly oversee the activities of the residency committees developed for each resident upon matriculation into the residency program.
  - h) Provide mentorship, guidance and direction to all Residents.
  - i) Provide mentorship and guidance to COP students on residency training opportunities, related career planning and recruitment activities.
  - j) Coordinate various resident teaching and practice-related activities with division heads, regional deans, faculty and affiliated preceptors.
  - k) Ensure appropriate workload balance between P2, P3, and P4 students and residents for faculty at the satellite campus.
  - l) Work with Assistant Dean of Experiential Education to make appropriate assignments of P2, P3 and P4 students to residents.

**JOB DESCRIPTION**

**Job Title:** Assistant Dean, Student and Professional Affairs

**Division:** Academic Affairs

**Reports To:** Executive Associate Dean

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

**Prepared Date:** 10/22/14

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

**Updated:** 10/3/2019

**Approved Date:** 10/3/2019

**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 Advisor II, Admissions Counselor II, Director of Pharmacy Admissions, Director of Pharmacy Recruitment, Program Coordinator, Financial Aid Advisor and Secretary II. 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 Executive Associate Dean or the Dean:

1. Ensures compliance with accreditation standards related to student affairs.
2. Serves on the Executive Council and Executive Leadership Council
3. Oversees office operations and budget management, including staffing and planning.
4. Supervise the Director of Student Services, Secretary II, Program Coordinator, student workers, and tutors
5. Facilitates discussions, initiatives and school activities that enhance student life, development and build community.
  - a. Serves as the Pharmacy Council Faculty Advisor
  - b. Maintains communication between the College and appropriate professional organizations.
  - c. Develops, implements and enforces a policy concerning student financial support for professional meeting attendance and travel.
6. 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.

## Job Description

### Assistant Dean for Student and Professional Affairs

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- 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.
    - v. Develops and oversees career advising for students
    - vi. Oversees programming to address time management, study skills, stress coping mechanisms, etc.
    - vii. Develops 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. Serves 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 PharmD Student Affairs Committee
7. 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
8. Develops and implement strategies and plans in cases of student emergencies. Ensures plans are consistent and compliant with other university initiatives.
9. Develops, implements and oversees the Student Professional and Career Development Program.
  - a. Develops, implements and manages content of pharmacy student continuous professional development programs.
  - b. Develops and implements programs that focus on career awareness and career planning
  - c. Develops and implement mentoring programs.
10. Develops 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.
  - b. Ensures compliance with University regulations and ensure continuity from year to year.
  - c. Develops 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
11. Directs and coordinates the writing and editing of the following print and internet documents:
  - a. PharmD Student Handbook
  - b. Faculty Student Organization Advisor Handbook
  - c. All websites related to Student Affairs

## Job Description

### Assistant Dean for Student and Professional Affairs

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- d. Provide forms and other pertinent information needed by students, faculty and staff
  - e. Provide pertinent and up to date admission and student services information
  - f. Orientation website
12. Admissions and Progressions
- Serves as an ex-officio member of the PharmD Admissions and Progressions Committee
- a. 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
13. PharmD Orientation Process and Programming
- a. Coordinates the White Coat Ceremony
14. Oversees Summer Camp
15. Oversees the Financial Aid and Scholarship Process
- a. Ensures information and assistance for private, UH and other financial aid is provided to enrolled and potential students.
  - b. Ensures 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. Oversees the administration of the Scholarship and Awards program of the college in conjunction with the appropriate committee. Typical activities include:
- a. Develops a list of available scholarships and communicate the information to the college and distribute information to Student Affairs Committee.
  - b. Supervises the scholarship application process.
  - c. Collates and summarize appropriate information.
  - d. Develops a list of available awards and communicate the information to the appropriate committee for their selection.
17. Conducts yearly assessment of effectiveness of office activities.
18. Collaborates with the Director of the Co-Curriculum and the Associate Dean for Academic Affairs to plan and carry out initiatives such as:
- a. ePortfolio
  - b. Convocations/Student programming
19. Teaches in assigned courses
20. Provides general program support by attending University, Community and Professional events as requested by the Executive Associate Dean or the Dean.
21. Serves on professional, college and university committees as assigned.
22. Maintains an active scholarship program.
23. Other responsibilities as assigned by the Executive Associate or the Dean.



**JOB DESCRIPTION**

<b>Job Title:</b>	Department Chairs	<b>Division:</b>	PPS, PHOP, and PPTR Depts
<b>Reports To:</b>	Dean, College of Pharmacy	<b>Prepared Date:</b>	9/9/2019
<b>Prepared By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	9/9/2019
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.		

**Summary:** The chair is both the chief academic and chief executive officer of a university unit and, as such, reports to the dean who is the chief academic and executive officer of the college. A chair should have the stature to represent the academic ideals and aspirations of the department as well as the ability to perform its executive functions, including budget and resource allocations. The chair position involves a myriad of responsibilities and challenges. The Department Chair shall be the departmental spokesperson to the Administration of the College of Pharmacy and shall perform those functions necessary for the operation of the department and carry out other administrative duties as assigned by the Dean.

**Essential Duties and Responsibilities:**

1. After consultation with the faculty and according to the department by-laws, the chair recommends to the dean all faculty personnel actions including appointments, promotion, tenure, dismissal, salary increments, and post tenure review.
2. Organizes faculty searches
3. Oversees the departmental promotion and tenure process. In addition to forwarding the faculty's recommendations, the chair submits an independent evaluation of each candidate.
4. Promotes faculty development by mentoring or providing mentors to assist new as well as continuing faculty.
5. Handles matters of academic honesty in accordance with University procedures.
6. Provides academic leadership and vision for the department in order to enhance its quality and reputation and demonstrate an ability to listen, organize and stimulate discussion.
7. Participates in the design and implementation of professional and graduate programs with the prerogative to assign major responsibilities for these initiatives to other members of the department. The chair also is responsible for making teaching assignments.
8. Meets at least annually with individual faculty to discuss each person's performance including the individual's expected teaching, research and service initiatives for the past and coming years and whatever salary increases (if an increase is available) a person will receive. If the faculty member is an exceptional performer, the chair may wish to examine how special rewards can be given (e.g., nomination for an endowed professorship, request for an equity salary increase, etc.). If the faculty member is not performing well, it is the responsibility of the chair to inform that individual and to advise and assist the person to improve his or her performance.
9. Serves as an advocate to the dean for departmental needs and priorities. The chair is responsible for and oversees the financial affairs of the department, submits the annual plan and budget request to the dean, and administers the approved budget as a reflection of the department's priorities. In addition, the chair oversees the department's assessment process.
10. Within the larger college and university context, the chair enhances the resources of the department through grant writing and fund-raising initiatives in both the public and private sector.

11. The chair maintains sound relations with important educational community constituencies, including the relevant business or professional community, parallel academic departments at other educational institutions, departmental alumni, and the general public.
12. The chair oversees routine departmental matters including but not limited to scheduling classes, admitting students, allocating space, managing internal and external communication, and conducting department meetings.

**Supervisory Responsibilities:** The Chair shall be responsible for the direct supervision and evaluation of the departmental staff.

The Dean shall appoint the department chairs after input from the departmental faculty. The Dean shall review the Chairs yearly, and the departmental faculty and staff shall review the Chairs every three years in accordance with University by-laws. The Chairs shall solicit faculty feedback regarding their performance and the state of the department on a yearly basis as a means of formative assessment.

**JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Department Chairs	<b>Division:</b>	PHOP Department
<b>Reports To:</b>	Dean, College of Pharmacy		
<b>Prepared By:</b>	F. Lamar Pritchard, Ph.D.	<b>Prepared Date:</b>	1/14/2019
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	1/14/2019

**Summary:** The position of Assistant Department Chair provides a second-in-command in the case of an absence of the chair and provides assistance to the department chair in the administration and leadership of the department.

**Essential Duties and Responsibilities:**

1. To serve as the administrative head of the department in the absence of the chair
2. To provide advice and counsel to the chair in matters of department business operations and strategic planning
3. To chair the department Graduate Education Committee as stipulated in the department by-laws.
4. To provide administrative leadership to the department's graduate programs in consultation with the chair. This includes oversight of all aspects of recruitment, admissions, progression, graduation, policy development and implementation, and program evaluation.
5. To serve on the College Executive Council and Executive Council Leadership, and attend University meetings of the chair in place of the chair when requested.
6. To assist the chair in the assignment of annual teaching responsibilities to faculty
7. To assist the chair in the assignment of department and college committee responsibilities.

**Supervisory Responsibilities:** The Assistant Chair shall provide direct supervision to departmental staff in the absence of the chair and aid the chair in the annual evaluation of the departmental staff.

The Dean shall appoint the Assistant Department Chairs after consultation with the Chair and after receiving input from the faculty. The Chair shall review the Assistant Department Chair yearly, and the departmental faculty and staff shall review the Assistant Department Chairs every three years in accordance with University by-laws. The Chairs shall solicit faculty feedback regarding their performance and the state of the department on a yearly basis as a means of formative assessment.

**JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Department Chairs	<b>Division:</b>	PPS Department
<b>Reports To:</b>	Dean, College of Pharmacy		
<b>Prepared By:</b>	F. Lamar Pritchard, Ph.D.	<b>Prepared Date:</b>	1/8/2019
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	1/8/2019

**Summary:** The position of Assistant Department Chair provides a second-in-command in the case of an absence of the chair and provides assistance to the department chair in the administration and leadership of the department.

**Essential Duties and Responsibilities:**

1. To serve as the administrative head of the department in the absence of the chair
2. To provide advice and counsel to the chair in matters of department business
3. To serve on the department leadership committee as stipulated in the department by-laws.
4. To provide administrative leadership to the department's graduate programs. This includes:
  - a) serving as an ex-officio member of the department GEC
  - b) making all TA assignments to courses
  - c) determining, in consultation with the chair, the number of graduate students to be admitted each fall, and to which programs
  - d) implementing departmental administrative policies as needed to support the graduate programs
  - e) organizing, in consultation with the department GEC, the department portion of new graduate student orientation.
5. To chair the organizing committee for the annual departmental symposium.
6. To implement along with the chair the faculty Performance Partnership plans by meeting with faculty and establishing written plans for each faculty member.
7. To attend the monthly meetings of UH Department Chair in place of the chair when requested.
8. To assist the chair in the assignment of annual teaching responsibilities to faculty
9. To assist the chair in the assignment of department and college committee responsibilities.

**Supervisory Responsibilities:** The Assistant Chair shall provide direct supervision to departmental staff in the absence of the chair and aid the chair in the annual evaluation of the departmental staff.

The Dean shall appoint the Assistant Department Chairs after consultation with the Chair and after receiving input from the voting faculty of the PPS Department. The Dean shall review the Assistant Department Chairs yearly, and the departmental faculty and staff shall review the Assistant Department Chairs every three years in accordance with University by-laws. The Chairs shall solicit faculty feedback regarding their performance and the state of the department on a yearly basis as a means of formative assessment.

**JOB DESCRIPTION**

**Job Title:** Assistant Department Chairs                      **Division:** PPTR Department  
**Reports To:** Chair, PPTR Department  
**Prepared By:** Kevin W. Garey, Pharm.D., M.S.                      **Prepared Date:** 1/15/2019  
**Approved By:** F. Lamar Pritchard, Ph.D.                      **Approved Date:** 1/15/2019

**Summary:** The position of Assistant Department Chair provides a second-in-command in the case of an absence of the chair and provides assistance to the department chair in the administration and leadership of the department.

**Essential Duties and Responsibilities:**

1. To serve as the administrative head of the department in the absence of the chair
2. To provide advice and counsel to the chair in matters of department business
3. To serve on the department leadership committee as stipulated in the department by-laws.
4. To implement along with the chair the faculty Performance Partnership plans by meeting with faculty and establishing written plans for each faculty member.
5. To attend the monthly meetings of UH Department Chair in place of the chair when requested.
6. To assist the chair in the assignment of annual teaching responsibilities to faculty
7. To assist the chair in assignment of experiential teaching responsibilities to faculty
8. To assist the chair in the assignment of department and college committee responsibilities.

**Supervisory Responsibilities:** The Assistant Chair shall provide direct supervision to departmental staff in the absence of the chair and aid the chair in the annual evaluation of the departmental staff.

The Dean shall appoint the Assistant Department Chairs after consultation with the Chair and after receiving input from faculty of the PPTR Department. The Chair shall review the Assistant Department Chairs yearly, and the departmental faculty and staff shall review the Assistant Department Chairs every three years in accordance with University by-laws. The Chair shall solicit faculty feedback regarding their performance and the state of the department on a yearly basis as a means of formative assessment.

**JOB DESCRIPTION**

<b>Job Title:</b>	Exec Dir, Coll Div Business Operations	<b>Division:</b>	Dean's Office
<b>Reports To:</b>	Dean, College of Pharmacy		
<b>Prepared By:</b>	Andrea L. Smesny, Pharm.D.	<b>Prepared Date:</b>	January, 2019
<b>Approved By:</b>	F. Lamar Pritchard, Ph.D.	<b>Approved Date:</b>	January, 2019

**Summary:** Directs the development, implementation and administration of business operations for a highly complex college or division. Engages in strategic planning and analysis, and serves as point of contact for fiscal and administrative matters.

**Job Duties**

**Essential Duties and Responsibilities:**

1. Directs overall strategic planning as well as the creation and implementation of annual budget. Reviews budget and personnel reports submitted by subordinates, and conducts analyses and projections.
2. Provides financial accountability and ensures compliance with state, university and external funding agencies. Provides direct oversight of college's business staff in charge of financial and personnel matters.
3. Serves as resource to dean, chairs and directors on strategic financial and administrative matters, as well as policies and program development. Writes policy statements, facilitates management decisions, and engages in long-range planning and analysis.
4. Leads major projects, which may include capital construction, building renovation, and the creation of new departments and programs.
5. Directs procurement operations, including contracts, purchasing and travel.
6. Oversees the administration of the college's accounting records, including sponsored project accounts. Ensures compliance with applicable policies and procedures and supervises business audit reviews.
7. Oversees the administration of the human resource and payroll processes for the college, including position budget management, faculty affairs, and staff performance evaluation.
8. Interprets university policies and procedures and arranges for staff training as appropriate.
9. Serves as liaison with executives and administrative offices regarding fiscal and operational issues. Represents the college or division on committees and in other administrative contexts.
10. Performs other job-related duties as required.

**Supervisory Responsibilities:** Typically directs two or more levels of supervision and/or has management responsibility for multiple departments. Has a very significant level of input regarding hiring/termination decisions, performance management, salary increases and disciplinary actions and/or budget management.