

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
Updated: 12/12/2023

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 Associate Dean of 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.



University of Houston College of Pharmacy Job Description

Job Title: Assistant Dean – Rio Grande Valley (RGV) Satellite Campus **Division:** Academic Affairs
Reports To: Dean of the College and Department Chair, Pharmacy Practice and Translational Research
Prepared By: F. Lamar Pritchard, Ph.D. **Prepared Date:** 2017
Approved By: F. Lamar Pritchard, Ph.D. **Approved Date:** 2017
Reviewed: 6/1/2023

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 (PPTR).

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, intermediate, and advanced practice experiences and post-graduate programs at the Satellite Campus.
3. Enforce policies and procedures regarding students involved in didactic and clerkship courses.
4. Assist in the recruitment of students in the assigned region.
5. Serve as a point of contact with the administration at our affiliated institutions, in order to help establish quality clerkship sites to meet the experiential curriculum and monitor and evaluate the quality of the site and preceptors on the Satellite Campus.
6. Each year coordinate with the Office of Experiential Programs to develop a clerkship schedule for students assigned to the Satellite Campus.
7. Actively participate in the Department of Pharmacy Practice and Translational Research; serve as a formal or informal leader.
8. Coordinate with the Chair regarding didactic and clerkship teaching assignments for faculty within the assigned region.
9. Coordinate with the Chair regarding the recruitment, orientation, and development of faculty within the region.
10. In collaboration with the Chair, conduct evaluations for faculty assigned to the Satellite Campus.
11. Provide academic leadership as evidenced by faculty assessment, mentoring and faculty development.
12. Forward recommendations to the Chair for Adjunct Faculty appointments.
13. Foster individual and collaborative research among the faculty and the College's partner institutions.
14. 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.
15. 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.
16. Supervise the faculty and support staff assigned to the Satellite Campus.
17. Teach in assigned didactic courses and clerkships.

18. Maintain an active scholarship program. Seek extramural funding for scholarship.
19. Actively participate in professional associations in the region, state, and nationally.

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(Job Description – UH College of Pharmacy Assistant Dean – RGV continued)

20. Maintain active patient care services.

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.

Education and/or Experience: Have an earned professional pharmacy degree (Pharm.D. Preferred) and a terminal degree if the professional degree is not a Pharm.D; relevant experience in pharmacy education is preferred.

Language Skills: Excellent written and verbal communication skills. Excellent written and verbal Spanish language skills are also preferred. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from individuals, regulatory agencies, faculty, staff, students, and members of the profession of pharmacy and other professions and business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of boards of director and legislators.

Reasoning Abilities: Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

Other Qualifications: Demonstrated ethical behavior, professionalism, interpersonal skills, demonstrated leadership and management abilities sufficient to effectively direct faculty, staff and students. Imminent knowledge of current professional trends in pharmacy, and general knowledge of current trends in the pharmacy practice as they relate to curricular aspects of the College. Eligible to receive a Texas Pharmacy license.

Work Environment: Normal job functions performed within a standard professional health care office environment. Exposure to clinical patient care and clinical research environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**University of Houston
College of Pharmacy
Job Description**

Job Title: Executive Administrative Assistant **Division:** Dean's Office

Reports To: Dean, College of Pharmacy; Executive Associate Dean

Prepared By: Andrea Smesny, MPH, PharmD, RPh **Prepared Date:** 6/4/2019

- Amended 5/16/2023 deleting coordination of parking needs

Approved By: F. Lamar Pritchard, Ph.D., Dean **Approved Date:** 6/4/2019

Summary: Coordinates, directs and manages the Dean's office.

Essential Duties and Responsibilities:

1. Coordinates and manages the daily schedule of the Dean with internal and external parties, which includes but is not limited to staff, faculty, college and university administrators, alumni, students, Board of Regents, government officials and community leaders, and Dean's Advisory Council leaders.
2. Maintains the Dean's personal appointment/meeting schedule and calendar.
3. Screens calls for the Dean.
4. Drafts routine correspondences to send to internal and external parties via email, postal mail or FedEx Priority mail.
5. Collects and prepares information for use in discussions and meetings with executive staff members and outside individuals.
6. Prepare minutes for various meetings including Executive Council and Executive Council Leaders, faculty meetings, Dean's Advisory Council, and Dean's Student Advisory Council meetings.
7. Makes travel arrangements for various college guests, preparing and distributing trip briefing, itinerary and trip files as needed.
8. Prepares travel expense reports, mileage reimbursements, and travel voucher reimbursements for the Dean, Associate Dean for Academic Affairs and the Executive Associate Dean. Process monthly T-Card transactions for Dean's personal travel card. Maintain receipts and proper documentation.
9. Processes monthly P-Card transactions in the GCMS system for Personal P-card, IT Director, Communication Manager and Dean's P-card. Maintain receipts and proper documentation for each card.

10. Process UH Foundation payment requests and deposits.
11. Coordinates programming in the office of the Dean, including faculty meetings, Dean's student advisory council, Dean's graduate student advisory council, Dean's advisory council, Mading, Alumni events, etc. Assists with logistical planning and scheduling for such projects.
12. Works with the Executive Associate Dean as the College staff representative for the Promotion and Tenure process for tenure track candidates, uploading confidential documents into SharePoint for each candidate for electronic processing. Processes ePOIs for preceptors.
13. Works with and supports the Executive Associate Dean on planning and carrying out college-wide projects (strategic plan, self study, etc).
14. Coordinate, manage, and process all faculty hiring (tenure, nontenure, adjunct) documentation and maintain electronic and hard copy faculty hiring files.
15. Process voucher payments/reimbursements for vendors, students and faculty.
16. Schedule and approve room reservations for the Deans Office Conference room.
17. Provides work leadership for the Dean's Office.
18. Serves as the Contract Manager for the Dean's Office and affiliated units. Process voucher payments related to contracts.
19. Actively supports the college on specific tasks and responsibilities as needed.
20. Performs other job-related duties as assigned.

Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Experience: Requires a minimum of five (5) years of directly job-related experience.

Work Complexity: Requires a detailed knowledge of a specialized or technical field. Work requires the direct application of a variety of procedures, policies and/or precedents.

Problem Solving: Requires the examination and basic analysis of information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action.

Judgment: Requires judgment to set priorities, evaluate results, coordinate work with others, and so forth. Duties include different and related processes and methods.

Supervision: Involves general scheduling and review of work as a working supervisor or lead person over one or more employees doing the same type of work. Work is typically routine and requires general instructions.

JOB DESCRIPTION

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

JOB DESCRIPTION

Job Title:	Assistant Department Chairs	Division:	PHOP Department
Reports To:	Dean, College of Pharmacy		
Prepared By:	F. Lamar Pritchard, Ph.D.	Prepared Date:	1/14/2019
Approved By:	F. Lamar Pritchard, Ph.D.	Approved Date:	1/14/2019
		Reviewed:	12/12/2023

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.

Office of the Dean

JOB DESCRIPTION

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

JOB DESCRIPTION

Job Title:	Dean	Division:	Pharmacy
Reports To:	Senior Vice President for Academic Affairs and Provost of the University		
Prepared By:	Andrea L. Smesny, PharmD	Prepared Date:	July 6, 2016
Approved By:	Faculty	Approved Date:	July 6, 2016
		Review Date:	6/1/2023

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

Job Title: Department Chairs
Reports To: Dean, College of Pharmacy
Prepared By: F. Lamar Pritchard, Ph.D.
Approved By: F. Lamar Pritchard, Ph.D.

Division: PPS, PHOP, and PPTR Depts
Prepared Date: 9/9/2019
Approved Date: 9/9/2019
Reviewed: 12/12/2023

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

Job Title: Assistant Department Chairs **Division:** PPS Department
Reports To: Dean, College of Pharmacy
Prepared By: F. Lamar Pritchard, Ph.D. **Prepared Date:** 1/8/2019
Approved By: F. Lamar Pritchard, Ph.D. **Approved Date:** 1/8/2019
Updated: 6/1/2023

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 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 regarding graduate students as needed to support the graduate programs
 - e) organizing, in consultation with the department GEC, the department portion of new graduate student orientation.
4. To chair the organizing committee for the annual departmental symposium.
5. To attend the monthly meetings of UH Department Chair in place of the chair when requested.

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
		Reviewed:	6/12/2023

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

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
		Updated:	11/15/2022

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 onboarding requirements for pharmacy students to rotations sites (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. Updating and maintaining the the experiential course manuals ;
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. Responsible for preparation and coordination of– P4 job interviews with companies ;

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16. Implementation and maintenance of electronic experiential learning 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. Responsible for the maintenance of the aseptic technique CE course documents;
22. 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;
23. Responsible for helping collate postgraduate information with the Director of Assessment and Associate Dean for Academic Affairs (e.g., residency match rate, job placement)
24. Responsible for assisting graduating interns with the application process for licensure;
25. Assist with simulation activities related to experiential training;
26. Develop and implement use of simulated electronic medical records for experiential training;
27. Maintain an active scholarship program;
28. Responsible for the financial aspect of experiential programs

JOB DESCRIPTION

Job Title:	Assistant Dean, Graduate Programs	Division:	Research and Graduate Programs
Reports To:	Associate Dean, 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
		Reviewed:	6/7/2023

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;

Assistant Dean for Graduate Programs

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- 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.



University of Houston College of Pharmacy 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:** 6/12/2023
Approved Date: 6/12/2023

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 Executive Associate Dean.

Supervisory Responsibilities: Supervises the Student Services staff which includes the Director of Student Services, Director of Admissions and Enrollment, Student Success Advocate, Admissions Advisor, Director of Pharmacy Admissions, Director of Pharmacy Recruitment, Program Coordinator, and Program Manager, student tutors, and student workers. 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. Supervises the Director of Student Services, Director of Admissions and Enrollment Program Manager 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 scholarships.
- 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.
 - ii. Provides advising services on academic issues.
 - iii. Meets with students related to personal, behavioral, or conduct issues.
 - iv. Works with faculty to select tutors.
 - v. Serves as first point of contact for the Student Pharmacist Recovery Network Program.
 - vi. Serves as a liaison between faculty and students on specific academic issues.
 - vii. Instructs and counsels students, faculty and staff on academic difficulties and accommodation for students with disabilities.
 - viii. Maintains 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 implements strategies and plans in cases of student emergencies. Ensures plans are consistent and compliant with other university initiatives.
- 9. Develops, implements and oversees the Career Development Program.
 - a. Develop and implement programs that focus on career awareness and career planning.
 - b. Develops and oversees career advising for students.
 - c. Develop 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. 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
- 11. Directs and coordinates the writing and editing of the following print and internet documents:

- a. Student Handbook
 - b. Faculty Advisor Handbook
 - 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
12. Admissions and Progressions
 - 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
 13. 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. Works with the Chair of the PharmD Student Affairs Committee to 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, 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. 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
 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 as ex-officio on the Student Wellness Advisory Council to support student wellness.
 22. Serves on professional, college and university committees as assigned.
 23. Maintains an active scholarship program.

| 24. Other responsibilities as assigned by Executive Associate Dean or the Dean.



**University of Houston
College of Pharmacy
Job Description**

Job Title: Assistant Dean, Assessment & Accreditation **Division:** Academic Affairs
Reports To: Associate Dean, Academic Affairs
Prepared By: Liz Coyle **Prepared Date:** 9.12.23
Approved By: F. Lamar Pritchard, Ph.D., Dean **Approved Date:**

Summary: Will work in collaboration with the faculty, staff, students, and the Associate Dean for Academic Affairs in directing the activities related to the College's academic and programmatic assessment plans by developing, administering, disseminating and analyzing data for continuous quality improvement and accreditation.

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

1. Oversee information collection, organization and analysis of assessment information pertaining to curriculum delivery and outcomes
 - a. Responsible for staff support in the development and implementation of curriculum assessments in the College of Pharmacy
 - b. Responsible for organization, collection, and maintaining information for both the Assessment Library and Assessment Committee shared sites.
 - i. This includes but is not limited to:
 - ii. Professional Pharmacy Student Learning Outcomes (PPSLOs)
 - iii. Current course proficiencies in ExamSoft
 - iv. Curricular Rubrics
 - v. Course Review Documents
 - vi. Faculty and course evaluations
 - vii. Course inventory forms
 - viii. Take minutes for each Assessment Committee Meeting
 - c. Oversee information collection, organization, and analysis of the Professional Pharmacy Student Learning Outcomes (PPSLO) Assessment Plan both the Assessment of Student Learning and Assessment of the Curriculum.
 - i. This Includes, but not limited to the following data
 - a. National Comparisons (NAPLEX, MPJE, PCOA)
 - b. Key PPSLO Assessments
 - c. IPPE Competencies
 - d. Performance Based Assessments
 - e. APPE Readiness
 - f. APPE Competencies
 - g. Student self-assessment of competency

- h. ePortfolio
 - i. Student Professional Development
 - j. Interprofessional Development
 - k. Course Post-Inventory
 - l. Curricular Mapping
 - m. Curricular Progress
 - n. PPSLO and Competency Assessments
 - o. Student Progression Rates
 - p. Stakeholder Feedback on Curriculum
 - q. Course Evaluation Data
2. Responsible for support to a variety of upper level committees, including coordinating appointments to the committees, conducting research, preparing reports and presentations, taking minutes, making committee arrangements.
 3. Oversee information collection, organization, and analysis pertaining to the College's Programmatic Assessment Data.
 - a. Strategic Initiatives and Progress
 - b. Faculty Activity & Development Reports
 - c. Graduating Student Data
 - d. Committee and Department Reports
 - e. Stakeholder Feedback
 - f. Quality of Incoming Student Reports
 4. Oversee the Policies and Procedures related to the College of Pharmacy's Assessment Plans (Programmatic and PPSLO).
 5. Oversee information collection and organization of information pertaining to PharmD accreditation
 - a. Responsible for staff support in the development and implementation of accreditation processes
 - b. Responsible for organization, collection, and maintaining information in the accreditation SharePoint sites
 - c. Help oversee the Self-Study Process, including putting together the finalized document
 6. Assist with preparations for the ACPE accreditation of the Pharm.D. program and the periodic Program Reviews of the College's Graduate Programs.
 7. Prepare and distribute various emails to professional students with relationship to curricular or PPSLO assessments.
 8. Serve on specified College Committees
 9. Other responsibilities as assigned by the Associate Dean for Academic Affairs.

Education or Experience: *MS, PharmD, PhD, EdD, MS and/or equivalent experience with a minimum of three years of direct job-related experience in curriculum, teaching, quantitative assessment, qualitative assessment and/or accreditation. Requires singular knowledge of a specialized advanced professional discipline of the highest level of general business knowledge*