

ROLES OF THE DEAN, ASSOCIATE DEANS, AND ASSISTANT DEANS

Responsible administrator: Dean

Last updated/reviewed: 8/18/2019

POLICY:

The purpose of this policy is to provide a summary of responsibilities for the Dean and each of his/her Associate and Assistant Deans who provide leadership within the Auburn University Harrison School of Pharmacy.

DEFINITION OF THE ROLE AND RESPONSIBILITIES of HSOP'S EXECUTIVE LEADERSHIP TEAM:

DEAN

The dean is the chief administrative and academic officer for HSOP and reports to the AU Provost. The dean has direct access to the university's president and other university officials delegated with final responsibility for the success of the school of pharmacy. The dean holds accountability for HSOP's academic programs, including HSOP's professional, graduate, interdisciplinary/dual-degree, and post-doctoral training offerings. The dean is also responsible for the outcomes of HSOP's research, outreach, and strategic initiatives that are outlined in the school's strategic plan. Thus, the dean guides the school's research, scholarly activities, outreach, and service that is carried out by HSOP's faculty, staff, and students.

HSOP's Dean:

- Provides leadership for HSOP's growth within its four (4) areas of strategic priority: academic programs; research programs; clinical affairs and outreach; and faculty affairs / strategic initiatives.
- Develops strategic goals for HSOP that embrace AU's core values.
- Recruits, hires, empowers, and leads a team of administrators that embodies AU's creed and embraces HSOP's core values in order to usher HSOP to success in all areas of strategic priority.
- Ensures that HSOP provides a safe, nurturing, innovative, interactive, and inspiring learning environment for our Doctor of Pharmacy students that fosters critical thinking and inspires a passion for life-long learning.
- Supports the development of innovative practice models within HSOP's practice sites so student pharmacists can be integrated into authentic patient care experiences throughout their professional training.
- Demonstrates the strongest commitment to interprofessional education by developing relationships between healthcare professional schools and programs throughout the State of Alabama and supporting interprofessional activities throughout the curriculum.
- Provides support for the expansion of HSOP's graduate education and post-doctoral training programs.
- Develops the infrastructure that is needed to elevate HSOP's research program to be a recognized leader in pharmacy and healthcare research as evidenced by a robust contracts, grants, awards, and patents portfolio.
- Develops a financial plan for HSOP that ensures financial sustainability of all programs through effective financial forecasting, budgeting, fiscal management, fundraising, and fostering external funding through contracts, grants, and awards.

- Recruits, develops, supports, and retains an outstanding, diverse faculty and provides support for these faculty as they develop into nationally and internationally recognized experts and scholars within their field and become cutting-edge educators, clinicians, and leaders.
- Cultivates strong relationships with internal and external stakeholders and provides representation for HSOP at local, regional, and national meetings, ceremonies, events, and other activities.
- Ensures that HSOP can demonstrate compliance with ACPE accreditation standards, policies, and procedures.
- Creates an environment within HSOP that fosters innovation, excellence, and inclusion.

ASSOCIATE AND ASSISTANT DEANS

HSOP associate and assistant deans shall be administrative officers appointed by the dean, and will serve at the discretion of the dean. All appointments of associate and assistant Deans will be conducted according to Auburn University guidelines. HSOP's current associate and assistant dean appointments include:

- Associate Dean for Academic Programs
- Associate Dean for Research
- Associate Dean for Clinical Affairs and Outreach
- Associate Dean for Faculty Affairs and Strategic Initiatives
- Assistant Dean for Mobile Campus

The performance of each associate and assistant dean shall be reviewed annually by the dean with input from the faculty, staff, and any committee's appointed for their administrative review. All associate and assistant deans shall be reviewed in accordance with AU policy.

HSOP's Associate Dean for Academic Programs:

The Associate Dean for Academic Programs (ADAP) serves as the school representative in the absence of the Dean. The ADAP serves as an advisor to the Dean on matters related to all academic programs including the Doctor of Pharmacy (Pharm.D.) professional degree program; graduate degree programs; and all interprofessional / dual degree offerings. The ADAP is responsible for overseeing HSOP's student recruitment, interview, admission, progression, remediation, and graduation processes. The ADAP is the administrator in charge of student organizations and governance and student life/ student affairs. The ADAP is responsible for ensuring that HSOP can demonstrate compliance with all ACPE standards, policies, and procedures related to academic programs.

- Provides direct supervision of the Director of Professional (Pharm.D.) Programs and the Director of Graduate Programs (M.S./ Ph.D. in Pharmaceutical Sciences and Dual Degree Programs), thus providing leadership, guidance, supervision, and assessment for all academic programs offered by HSOP.
- Provides direct supervision of the Director of Recruitment and Director of Student Affairs, thus providing oversight of recruitment, application, interview, admissions, registration,

orientation, scheduling, and other admissions activities of professional and graduate students.

- Provides oversight of the pharmaceutical sciences graduate program, and assists departmental graduate program coordinators and graduate educators in recruiting new graduate students.
- Assists with student's navigation of college-based financial aid and provides oversight of HSOP-scholarships to eligible candidates per the guidelines of the scholarship sponsorship and provides oversight of graduate student funding (GTA, GRA, and GAs).
- Ensures comprehensive support of students following admissions for student life and student affairs issues in order to provide the highest level of support for student success.
- Ensures that all student organizations and governance follows AU policy, procedures, and guidelines.
- Provides oversight of student elections and student appointments to HSOP committees to ensure appropriate representation.
- Monitors student progression and all academic programs and addresses issues concerning academic remediation including progress and completion of terms of academic contracts.
- Develops, implements, and ensures compliance of students with HSOP professional and graduate student policies and procedures.
- Provides leadership for HSOP's Professional Education Committee (PEC); HSOP's Committee on Academic and Remediation Committee (CARP); HSOP's Honor Board; and other student-centered / academic-related committees.
- Ensures that all courses navigate the policies and procedures established by HSOP and AU curriculum committees and that class scheduling and room reservations are completed appropriately and that schedules are shared in a timely manner and appropriate methods with all HSOP professional and graduate students.
- Provide oversight of all AU HSOP academic-related programs such as P1 / graduate student orientation; white coat ceremony; HSOP open house events; and commencement ceremonies.
- Coordinates the selection, orientation, training, scheduling, evaluation, and support of the HSOP school ambassadors.
- Monitors student performance on the PCAT, PCOA, NAPLEX/ MJPE exams.
- Serves (or delegates a representative to serve) on Auburn University academic-related committees.

HSOP's Associate Dean for Research:

The Associate Dean for Research (ADR) is responsible for the promotion, coordination, and improvement of research activities within the school. The ADR promotes engagement of School of Pharmacy faculty in all research endeavors within HSOP; across AU's campus; and external to the university. This includes assisting faculty in the preparation of applications for extramural funding; reviewing and coordinating the approval of applications for extramural funding; and providing post-award support. The ADR serves as the liaison between the Harrison School of Pharmacy and the University's Office for Sponsored Research.

- Provides leadership for HSOP's growth in research.
- Ensures HSOP's attainment of all research-related goals outlined in HSOP's strategic plan.
- Develops HSOP's infrastructure that is required for these goals.

- Leads HSOP's faculty, staff, and students in the engagement of cutting-edge research that improves peoples' lives; addresses critical societal needs; expands knowledge and understanding; results in the development of innovative technology and/or products; and generates research funding.
- Guides HSOP on the path of improved ranking based on HSOP's research funding portfolio.
- Increase the impact of HSOP's scholarly contributions to science by increasing the number of and quality of scholarly publications and presentations.
- Develops and implements resources for faculty for pre-award support or promotes existing programs or resources that would be beneficial for faculty development and support within or external to AU.
- Develops strong post-award support for HSOP investigators and collaborators.
- Collaborates with relevant personnel and offices at HSOP, AU, regional, state, national, and international level.
- Establish externally-funded institutional career development programs for faculty.
- Creates an infrastructure for faculty training and development in grant writing.

HSOP's Associate Dean for Clinical Affairs and Outreach:

The Associate Dean for Clinical Affairs and Outreach (ADCAO) reports to the Dean, and is the administrator in charge of HSOP's Clinical Affairs and Outreach branch of HSOP. Thus, the ADCAO provides strategic planning, guidance, and evaluation of HSOP's outreach programs that are provided through the three branches of CAO which include HSOP's Clinical Health Services (CHS); Experiential Programs; and Alumni and Professional Affairs. The ADCAO:

- Develops and implements a progressive outreach vision, mission, and strategic plan for HSOP's clinical services, clinical affairs, and alumni affairs that include innovative clinical practice and funding models.
- Directs, administers, implements, and monitors policies and procedures; manages budgets; ensures financial viability; monitors regulatory compliance; and negotiates contracts with vendors and payers within HSOP's Clinical Affairs and Outreach.
- Provides strategic leadership and administrative oversight of patient care provided through HSOP's Clinical Health Services for all professional services provided directly from HSOP to patients, providers, and stakeholders.
- Collaborates with the Dean and Department Head of Pharmacy Practice to develop a strategic plan for the development of strategic partnership with affiliate sites where HSOP's pharmacy faculty are assigned and provides oversight of the development, review, and execution of affiliation agreements for faculty and student assignments at these sites.
- Provides administrative oversight of HSOP's IPPE, IPE, Co-Curricular implementation and assessment and ensures that HSOP can demonstrate compliance with ACPE accreditation standards in experiential education and outreach.
- Integrates CHS and Experiential Programs to maximize synergy for providing authentic patient care experiences for PharmD students.
- Collaborates with the Associate Dean of Academic Programs on experiential and co-curricular outreach assignments that must be coordinated with didactic coursework, student governance, and student organizations such as IPE and Co-Curricular outreach assignments.

- Works to increase community engagement with alumni and external stakeholders with a goal of responding to our stakeholders needs for continuing development and support.
- Assists the Dean and HSOP's Development Officer with the identification, development, and execution of philanthropic opportunities.
- Assists the Dean and Department Heads as needed in faculty hiring, outreach evaluation, promotion and tenure of faculty assigned to HSOP's Outreach and Clinical Affairs.
- Serves as the AU's Chief Pharmacy Officer and collaborates continuously with AU Human Resources to provide expert consultation on AU's self-insured healthcare plan.
- Provide support for the integration of clinical resources such as clinical software and other resources into the didactic phase of the professional curriculum and guide the integration of clinical services with early and advanced experiential education.
- Contracts with entities to improve medical benefits to improve patient care outcomes; decrease overall cost of health care; and when appropriate intervene on behalf of the contractor with third party insurers.
- Identifies and responds to outreach funding opportunities such as RFPs, Contracts, Sub-contracts, Grants, and Gifts appropriate for outreach.
- Assists the Dean of Harrison School of Pharmacy in all matters related to the management and operation of the School.
- Serves as a member of the School's Executive Committee and other committees at the school, university, state, and national level as required.
- Develops a continuum of outreach to include post-graduate training, certification, support, innovation, and other activities that will foster strong and positive relations between HSOP and our alumni which is the foundation of future development.
- Provides support for HSOP's Director of Development through alumni recognition efforts and visits and other activities to foster strong alumni relations.

HSOP's Associate Dean for Faculty Affairs and Strategic Initiatives:

The Associate Dean for Faculty Affairs and Strategic Initiatives (ADFASI) reports to the Dean, and is the administrator in charge of HSOP's fourth strategic priority, and is responsible for faculty and staff development, assessment, accreditation, scholarship of teaching and learning, diversity and all other matters impacting strategic operations. The ADFASI is responsible for developing and implementing faculty and staff training and development programs in order to provide continuous support for faculty to foster faculty success in teaching, research, and scholarship. By increasing faculty support and facilitating success, HSOP is positioned to retain talented faculty. The ADFASI is also responsible for strategic initiatives such as monitoring HSOP's progress towards achieving its strategic goals outlined within our strategic plan; monitoring our diversity and inclusion plan; providing oversight of the expansion of our international programs. The ASFASI oversees all programmatic assessment.

- Provides leadership and day-to-day managerial support to the attainment of the HSOP's mission and vision.
- Runs HSOP faculty meetings, communicates with HSOP faculty and staff regarding issues impacting professional programmatic functions.
- Provides leadership and day-to-day managerial support to the attainment of Strategic Priority 4: Faculty Affairs and Strategic Initiatives: *The Harrison School of Pharmacy will establish a culture of community that empowers faculty and staff to become leaders, achieve professional excellence, and attain personal fulfillment.*

- Works closely with all administrators, faculty, staff, students, alumni, and other stakeholders to ensure that all goals listed in the School's Strategic Plan related to Faculty Affairs and Strategic Initiatives are met in an appropriate time frame.
- Supervises, mentors, and evaluates HSOP's Director, Scholarship of Teaching & Learning and HSOP's Director of Assessment.
- Assists relevant Department Heads in the Supervision, Mentoring and Evaluation of the Director of Strategic Operations and Director of International Programs & Diversity.
- Directs, administers, implements, and monitors HSOP's policies and procedures in assigned areas.
- Manages budgets in assigned areas.
- Assists the Dean, Harrison School of Pharmacy in all matters related to the management and operation of HSOP.
- Serves as a member of the School's Executive Committee and other committees at the school, university, state, and national level as required.

HSOP's Assistant Dean for Mobile Campus:

The Assistant Dean for Mobile Campus (ADM) reports to the Dean concerning administrative issues on the Mobile campus and serves as a point of contact for Mobile personnel. The ADM has the responsibility of assisting with the operations and management of HSOP's synchronous Doctor of Pharmacy program that is offered through HSOP's Mobile Campus. The ADM provides day-to-day oversight of the faculty and staff who are assigned to the HSOP-Mobile campus and manages daily operations. The ADM develops and maintains professional relationships with stakeholders within the University of South Alabama and affiliated practice sites where IPPE, APPE, IPE, and co-curricular activities are provided. The ADM assists with the recruitment of faculty and staff recruitment for the HSOP-Mobile campus. The ADM provides support for student affairs issues for HSOP- Mobile.

- Provides leadership and day-to-day managerial support to the attainment of the HSOP's mission and vision.
- Manages budget for HSOP-Mobile.
- Assists the Dean, Harrison School of Pharmacy in all matters related to the management and operation of HSOP.
- Serves as a member of the School's Executive Committee and other committees at the school, university, state, and national level as required.