AUBURN UNIVERSITY
HARRISON SCHOOL OF PHARMACY

ROLES OF DEAN AND ASSOCIATE/ASSISTANT DEANS
Reviewed Sept. 4, 2015

Dean
The dean is the chief administrative and academic officer for HSOP and reports to the Provost. The Dean does have direct access to the university president and other university officials delegated with final responsibility for the school. The dean bears final responsibility for the conduct of all programs of pharmacy professional education and practice, including research, scholarly activities, and service carried out by faculty and staff in the respective college or school.

The Dean is responsible for ensuring:
- representation on behalf of HSOP to all constituencies
- development, articulation, and implementation of the vision, mission and goals
- acceptance of the vision, mission and goals by the stakeholders
- development, implementation, evaluation, and enhancement of the educational, research, service, and pharmacy practice programs
- development and progress of the strategic plan and the evaluation plan, including assessment of outcomes
- recruitment, development, and retention of competent faculty and staff
- initiation, implementation, and management of programs for the recruitment
- establishment and implementation of standards for academic performance and progression
- resource acquisition and mission-based allocation
- continuous enhancement of the visibility of the college or school on campus and to external stakeholders
- compliance with ACPE’s accreditation standards, policies, and procedures.

Associate/Assistant Deans
These shall be administrative officers appointed by the Dean. Associate and Assistant Deans all serve at the discretion of the Dean. All appointments of Associate and Assistant Deans will be conducted according to University Guidelines. The Associate and Assistant Deans of the School, at present, include the Associate Dean for Academic and Student Affairs, Associate Dean for Curriculum and Assessment, Associate Dean for Research and Graduate Programs, Assistant Dean for Mobile Campus and Assistant Dean for Health Services. The performance of each Associate and Assistant Dean shall be reviewed yearly by the Dean with input from the faculty, staff, and any committee(s) especially appointed for administrative review. All Associate and Assistant Deans shall be reviewed according to current University policy.

Associate Dean for Academic and Student Affairs
serves as the CEO and school representative in the absence of the Dean. The Associate Dean also serves as an advisor to the Dean on matters related to academic affairs, admissions, student affairs and is responsible for implementation of the professional curriculum, and accreditation activities. This individual also is responsible for promoting uniform faculty instructional approach.

This Associate Dean is specifically responsible for: recruitment; application and admission processing; college-based financial aid and awards selection and processing; handling individuals with chemical impairment, illness, or other circumstances that interfere with normal academic progression and professional development; registration of pharmacy students; classroom scheduling; student advisement and professional development; communicating policies and procedures to student organization
communicating and enforcing university and school policies that impact student life; preparation of reports to AACP on student enrollment and progression; and, coordination and implementation of college events such as Orientation, Open House, Parents and Family Day, Professional Coating Ceremony, and Commencement Ceremonies. In the area of academic affairs the Associate Dean has the following responsibilities: ex-officio to the school professionalism, post graduate education, and admissions and academic requirements committees; assists in the coordination of regular and final examinations; academic performance monitoring and processing of petitions; development and maintenance of policies; new course number processing and approval; summaries of instructor and course evaluations; monitors student performance on NAPLEX and MPJE; assists in handling academic dishonesty cases; communication of policies and procedures affecting academic standards to students and faculty; and serves on the university’s academic affairs committee.

**Associate Dean for Curriculum and Assessment** articulates the mission, vision, and values of the curriculum; stimulates interdepartmental collaborations to improve the academic and professional programs promotes educational innovations and research; seeks and supports external funding opportunities; and participates actively in continuous educational quality improvement for the professional program and continuing education activities. This administrative officer will report to the Dean and will be administratively responsible for the Office of Teaching, Learning and Assessment which is responsible for comprehensive assessment efforts, the continuing development of faculty as master instructors, and fostering the scholarship of teaching and learning.

**Associate Dean for Research and Graduate Programs** is responsible for the promotion, coordination, and improvement of research activities within the school. This includes assisting faculty in the preparation of applications for extramural funding and providing HSOP approval of applications for extramural funding. The Associate Dean also serves as the Pharmaceutical Sciences Graduate Program officer, is responsible for overseeing the Pharmaceutical Sciences Graduate Program, and assists departmental graduate program coordinators and graduate educators in recruiting new graduate students. This individual also serves as chair of the school’s Graduate Programs Committee and graduate student ombudsman. This person coordinates all research and graduate education matters and serves as the liaison between the Harrison School of Pharmacy and the University’s Office for Sponsored Research and the Graduate School.

**Assistant Dean for Research and Graduate Programs** assists in promoting the engagement of School of Pharmacy faculty in all research endeavors within the school, across campus and external to this university. This individual also assists in administering all aspects of the graduate degree (M.S. and Ph.D.) programs. Operationally, this Assistant Dean reports to the Associate Dean for Research and Graduate Programs.

**Assistant Dean and Associate Department Head Pharmacy Practice for Mobile Campus** has the responsibility of assisting in implementing and managing a synchronous program for Pharm.D. students located on the Mobile campus; assisting in the development of clinical education sites in the Mobile region; management of daily operations including collaborative relationships with University of South Alabama; and management of student affairs. This individual also has a reporting responsibility to the Department Head for Pharmacy Practice and is charged with assisting with faculty recruitment for the satellite campus, and addressing faculty retention and development of those located in Mobile.

**Assistant Dean for Health Services** has the responsibility of providing oversight and direction for the development, implementation, operation, and monitoring of all patient care services programs provided by HSOP. This individual represents HSOP in all efforts to establish services. In addition, this administrator will be responsible for clinical, humanistic, and economic outcomes evaluation of all services. He/she works with contracting 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.