The University of Tennessee College of Pharmacy invites applications for a twelve-month appointment for the position of Associate Dean of the Nashville Campus. Responsibilities of this position include providing administrative direction to the operation of the College’s proposed Nashville campus and identifying potential opportunities in the Middle Tennessee region under the guidance of the Dean. This position is also responsible for academic affairs and student affairs on the Nashville campus. The administrative duties and responsibilities of this position represent 50% of a 1.0 FTE. This position complies with University and College guidelines/policies, and strategically works with the Dean and College administration to achieve College goals and objectives. The Associate Dean of the Nashville Campus is a key member of the College’s Executive Committee (Dean, Associate Deans, and Department Chairs) and reports to the Dean, and the position is based in Nashville, Tennessee.

Specific responsibilities include:

1. Oversee the overall operation of the Nashville campus under the guidance of the Dean, including developing and implementing the Nashville campus.

2. Act as a College representative to partnering entities for the Nashville campus.

3. Develop and monitor budgetary matters related to the Nashville campus with the Assistant Dean of Finance and Human Resources and the Dean.

4. Coordinate the administrative functions of the Nashville campus with those of the Memphis and Knoxville campuses.

5. Coordinate and evaluate the activities of reporting staff members and perform annual evaluations.

6. Develop or revise and review contracts and affiliation agreements with Middle Tennessee health care facilities; annually review all such contracts and affiliations agreements.

7. Conduct regularly scheduled meetings of faculty and staff residing on the Nashville Campus.

8. Upon request of the Chair of the Department, assist in the development of goals and objectives for faculty in the areas of service/patient care, scholarship/research, and teaching, and upon request, provide periodic updates to the Chair of progress toward achieving those goals.

9. Conduct periodic meetings with leaders of pharmacy student organizations residing on the Nashville campus.

10. Foster relationships with Nashville area health care facilities, pharmacies, professional organizations, and civic groups.
11. Serve on committees of the Department, College and Campus, as assigned.

12. Participate in teaching, scholarship and other service activities.

13. All other duties as assigned by the Dean.

**Minimum qualifications:**
- PharmD is required. May also have a Master’s degree and/or PhD in addition to PharmD
- Documented accomplishments in teaching, research, and service at a level to be appointed as an Associate or Full Professor in one of the academic departments of the College of Pharmacy
- Strong administrative desire with exceptional communication and leadership skills
- At least three years of administrative experience
- Excellent oral and written communication skills
- Ability to work independently, as well as to work with others in a team environment
- Ability to establish and maintain rapport with faculty, staff, and students in the academic and professional environment
- Committed to diversity
- Extremely detail- and task-oriented

**Desired qualifications:**
- Knowledge of unique needs of students in pharmacy professional programs
- Experience with distance education, technology, and multiple campuses
- Demonstrated ability to mentor students, faculty, and alumni
- Demonstrated commitment to and knowledge of diversity, equal employment opportunity, and affirmative action
- Experience with planning and conducting research and/or other scholarly activities, including having a record of peer-reviewed publications, and writing and submitting grant applications
- Experience with academic program development
- Supervision of personnel
- Management of numerous, complex tasks in a timely manner
- Ability to lead groups
- Demonstrated leadership and problem solving skills
- Engaging communicator
- Strong organizational and planning skills necessary to handle multiple, time-sensitive responsibilities, set priorities and meet deadlines
- Ability to be a creative thinker who is bold and innovative (i.e., thinks ‘outside the box’)
- Ability to work in a fast-paced and changing environment

For consideration, please send letter of application with resume and the names and addresses of three references to:
Dr. Bradley Boucher
Chair, Associate Dean of Nashville Campus Search Committee
881 Madison Avenue, Suite 204
Memphis, TN 38163

Or bboucher@uthsc.edu (If sending application material via email, please use subject line “Associate Dean of Nashville Campus Position”) Confidential review of materials will begin immediately and continue until the position is filled. It is preferred, however, that all nominations and applications be submitted prior to May 16, 2014.