

Associate Dean for Academic Affairs

The University of Tennessee Health Science Center's College of Pharmacy in Memphis, TN, invites applications for a twelve-month appointment for the position of Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs has responsibility for providing oversight, innovative, collaborative and strategic leadership for the planning, development, implementation, maintenance and monitoring of all aspects of the academic vision for the College of Pharmacy, including long range academic planning; academic policies, procedures and systems; and course offerings and schedules. The Associate Dean for Academic Affairs has responsibility for the assessment and evaluation of academic programs; and joint program development with other academic colleges with the Health Science Center and beyond. This position also 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 for Academic Affairs works with the appropriate Health Science Center offices and Dean to assure that the College programs align with the mission of the Health Science Center. The Associate Dean for Academic Affairs is a key member of the College's Executive Committee and reports to the Dean. The position is based in Memphis, Tennessee, but has responsibilities to all College campuses (Memphis, Knoxville, and Nashville).

Specific responsibilities include:

General operations:

1. Working closely with the Dean to assure College and student success.
2. Creating and facilitating harmonious and collegial relationships with colleagues across all three College campuses.
3. Appropriately representing the College and administration to all stakeholders so as to foster positive relationships.
4. Overseeing appropriate staff personnel to ensure duties are performed to a high standard. Responsible for the development of goals, assignment of specific responsibilities and projects, and evaluation of academic affairs personnel.
5. Collaborating within the Executive Committee to implement and evaluate the strategic plan. Providing input into the strategic planning process and the budget process in areas related to academic affairs programs.
6. Collaborating with the Dean, Associate Deans, Department Chairs, and program directors to assess needs and develop proposals for new programs and make necessary adjustments to current academic programs.
7. Serving on committees and performing other tasks of the Department, College and Campus, as assigned by the Dean.
8. Supporting daily operations of the College of Pharmacy, representing the Dean in the Dean's absence, and performing other duties as assigned by the Dean.
9. Participating in meetings of programs' advisory committees/boards when invited.
10. Participate in teaching, scholarship and other service activities.

11. All other duties as assigned.

Academic Affairs:

12. Fostering academic excellence that enables successful curriculum matriculation through graduation. This requires oversight of the College's early warning program and coordination of tutoring services in conjunction with the campus SASSI personnel.
13. Counseling students who are referred or self-referred for academic performance issues.
14. Ensuring an accurate record of student academic performance.
15. Overseeing non-honor council academic disciplinary issues, informing students of committee and/or dean decisions, and ensuring that requirements are met.
16. Coordinating development of the classroom schedules with Associate/Assistant Dean(s) in Knoxville and Nashville.
17. Coordinating management of the College's student computing environment and daily administration of distance education programs for the Memphis campus.
18. Creating, reviewing, updating, and executing college academic affairs policies. Also working with University administrative offices to develop and implement institutional academic and student policies.
19. Providing leadership for curriculum development, including interprofessional education (IPE), course delivery, and assessment. This includes creation of course and examination schedules and oversight for the integrated examination and item analysis.
20. Overseeing assessment of academic programs in conjunction with the Coordinator of Assessment.
21. Providing oversight in evaluation of instructional effectiveness through course evaluations. This is done in conjunction with the Coordinator for Assessment, the chair of the curriculum committee, and the Office of Institutional Effectiveness in the Health Science Center.
22. Providing necessary academic performance information for the Honors, Awards & Scholarship committee.
23. Overseeing data collection, analysis, and interpretation on the College's effectiveness in Academic Affairs.
24. Working with appropriate individuals to ensure that both ACPE and SACS accreditation needs are met and that the academic programs of the College are compliant with current ACPE accreditation standards. Oversees creation of necessary reports.
25. Communicating and providing reports regarding student academic success. Collaborating with Department Chairs and Office of the Vice Chancellor for Academic, Faculty, and Student Affairs and others to prepare reports related to student matters for various constituents and audiences (university administration, Tennessee Higher Education Commission, regulatory agencies)
26. Ensuring that programs conform to laws, regulations, and policies.
27. Formulating, reviewing, and updating academic standards and policies, and revising the Centerscope and Catalogue.

Committee assignments:

28. Serving as an ex officio, non-voting member of the Academic Standing and Promotion Review Committee.

29. Serving as an ex officio member of the Curriculum Committee.
30. Serving as a member of the Executive Committee.
31. Serving on the Council of Academic & Student Affairs Deans (CASA) and other campus and College committees as requested.
32. Serving as a member of the Examssoft Committee for the Health Science Center.

Minimum qualifications:

- PharmD and/or Ph.D. degree.
- 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 leadership skills
- Excellent oral and written communication skills
- Experience with academic program development.
- 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 and inclusivity
- Extremely detail- and task-oriented
- Adhere to deadlines and other requests

Desired qualifications:

- Knowledge of unique needs of students in pharmacy professional programs
- At least three years of academic administrative experience
- Experience with distance education, technology, and multiple campuses
- Demonstrated ability to mentor students, faculty and alumni

- Experience in working with diverse populations
- 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 the Accreditation Council for Pharmacy Education and the accreditation process
- Experience with the supervision of personnel
- Demonstrated ability to manage numerous, complex tasks in a timely manner
- Demonstrated ability to lead groups
- Demonstrated leadership and problem solving skills
- Demonstrated ability to be an engaging communicator

- Demonstrated ability with strong organizational and planning skills to handle multiple, time-sensitive responsibilities, set priorities and meet deadlines
- Demonstrated ability to be a creative thinker who is bold and innovative (i.e., thinks ‘outside the box’)
- Experience in working in a fast-paced and changing environment

Recruitment for this position will continue until the position is filled. For consideration, please send letter of interest with curriculum vitae to:

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