

Texas Tech University Health Sciences Center Job Description

Job Title: Amarillo Regional Dean
School of Pharmacy

Job Code:

FLSA Status: Exempt

Division: School Administration

Reports To: Dean, TTUHSC SOP

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Approved By: Arthur A. Nelson, Jr.

Approved Date: 11/05/09

Summary: As administrative officers responsible for comprehensive programmatic delivery on the Amarillo campus, the Regional (Associate) Deans are responsible to the Dean.

Essential Duties and Responsibilities: includes the following, with other duties that may be assigned by the Dean.

1. Represent the SOP to the Amarillo SOM and SOAHS.
2. Be the SOP member of the Amarillo Executive Committee with other Amarillo Regional Deans.
3. Work with the Assistant Dean for Finance & Administration on issues relative to Amarillo facilities and operations.
4. Handle Amarillo student issues in collaboration with Assistant Dean of Student Services and other Regional Deans.
5. Enforce policies and procedures regarding students involved in didactic, problem based learning and clerkship courses.
6. Serve as Acting Dean when Dean is unavailable.
7. Serve on the SOP Executive Committee and the SOP Dean's Council.
8. Conduct extramurally funded research.
9. Teach in the professional and graduate programs.

Supervisory Responsibilities: Supervises the professional and clerical staff assigned to the Regional Campus. Responsibilities include assigning work, evaluating performance, and rewarding or disciplining employees who report directly to the Regional Dean, as well as addressing complaints and resolving problems of persons who report to those individuals reporting directly to the Regional Dean.

Education and/or Experience: Have an earned professional pharmacy degree (Preferred) (B.S. or Pharm.D.) and a terminal degree if the professional degree is not a Pharm.D.; seven years relevant experience in pharmacy education. Documented accomplishments in teaching, research and service at a level to be appointed as a tenured professor/associate professor in one of the academic departments of the School of Pharmacy.

Language Skills: Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, faculty, staff, students, and members of the profession of pharmacy and other 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, leadership, and management abilities sufficient to effectively direct the support staff. Imminent knowledge of current professional trends in pharmacy, and general knowledge of current trends in the pharmacy practice relating as they relate to curricular aspects of the school. Knowledge of current trends in outcomes assessment strategies. Utility of these knowledge bases to relate curricular aspects of the program to outcomes assessment. Detailed working knowledge of accreditation standards as they relate to pharmacy education.

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