Assistant or Associate Dean of Academic Affairs for The College of Pharmacy  
The University of Arkansas for Medical Sciences

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<th>Job Title</th>
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| Department| The College of Pharmacy  
https://pharmacy.uams.edu/ |
| Institution| The University of Arkansas for Medical Sciences  
Little Rock, Arkansas |
| Date Posted| Mar. 12, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available Immediately |
| Job Categories | Associate/Assistant Dean |
| Academic Field(s) | Academic Affairs |
| Job Website | https://pharmacy.uams.edu/ |
| Apply By Email | recruitment@uams.edu |

**Job Description**

Assistant or Associate Dean of Academic Affairs:  
Reporting directly to the Dean of the College of Pharmacy, this person will be responsible for leading and enhancing the educational mission of the College of Pharmacy. As a curricular transformation leader, this person will be responsible for the focus on overall curricular effectiveness and student outcomes related to academic affairs and assessment of the professional curriculum. With these responsibilities come the management of the professional program accreditation process and resource support for the graduate programs associated with the College of Pharmacy. This person will have direct supervisory responsibility for the Director of Assessment, who has supervisory responsibility for the Educational Technology Specialists. The expectation of this position is to communicate and collaborate with academic Associate Deans across UAMS and the Provost’s Office staff.

**About the College of Pharmacy:**
The College of Pharmacy of the University of Arkansas was established at the beginning of the 1951-52 academic year in response to demand for well-prepared individuals in practical and theoretical pharmacy and interrelated subjects. The College enjoys a 68-year history of preparing pharmacists for practice, has an enrollment of 350 students; and employs nearly 75 faculty and staff members. The College of Pharmacy is supported by over 400 pharmacist preceptors throughout the state. The College appreciates its strong relationship with community independent pharmacy owners throughout the state. The academic responsibility of the College of Pharmacy is to nurture an environment of excellence in the pharmaceutical and biomedical sciences with appropriate concern for the communication and acquisition of new knowledge through sound teaching methods and the pursuit of new knowledge through research and study. Programs operated by the College include the Arkansas Poison Control Center, the Nuclear Education Online program, and the Evidence-Based Prescription Drug Program. The College offers dual-degree programs in conjunction with UAMS College of Public Health (Master of Public Health) and the University of Arkansas at Little Rock School of Business (Master of Business Administration).

In 2009, UAMS opened a satellite campus in Fayetteville to help address growing health care workforce shortages by providing additional training sites and enabling UAMS to increase its enrollment. For the 2019-20 academic year, the College of Pharmacy has 24 third-year students on the regional campus and 23 fourth-year students based out of the regional campus doing their advanced pharmacy practice experiences (APPEs) in the region. The Northwest campus provides facilities for 250 - 300 medicine, pharmacy, nursing, allied health students, and resident pharmacists and physicians.

Mission
The UAMS College of Pharmacy mission is to improve the health of culturally diverse populations by:
? Educating pharmacy leaders to address community health needs
? Advancing scientific discovery to produce innovations in healthcare
? Fostering progressive pharmacy practice through service to the profession

About the University:
The University of Arkansas for Medical Sciences (UAMS) is the state’s only academic health sciences center, comprised of five health professions colleges (Medicine, Nursing, Pharmacy, Health Professions, and Public Health), a graduate school, seven institutes, eight Regional Centers (six of which include family medicine practices and residency programs), and a comprehensive Medical Center. UAMS is the largest public employer in the state of Arkansas with more than 10,000 employees. UAMS and its clinical affiliates: Arkansas Children’s and the VA Medical Center, are an economic engine for the state with an annual economic impact of $4.5 billion. Centrally located within the state, UAMS’s Little Rock campus is a tertiary referral center and the only Level 1 Adult Trauma
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Center and Comprehensive Stroke Center for Arkansas.

Role & Responsibilities:
? Oversees development, implementation, and assessment of the curriculum with responsibility for all associated policy and procedure including maintenance of these resources for faculty use (e.g., Faculty Handbook)
? Responsible for the maintenance of programmatic assessment data and creates reports for internal and external stakeholders
? Leads the College’s interprofessional education curriculum
? Oversees student outcome assessment reporting
? Responsible for assessment and continuous quality improvement of academic affairs, curricular assessment, and student learning outcomes (curriculum and co-curriculum) as it relates to the College outcome statements, ACPE and HLC accreditation standards
? Creates and manages the College’s PharmD academic calendar and the P1, P2, & P3 semester course and test schedules
? Serves as the College point person with the Registrar and facilitates PharmD student registration process
? Responsible for development and management of dual degree programs
? Identifies and provides staff and faculty development as needed within academic affairs and assessment
? Prepares and maintains the budget for the office of academic affairs and assessment
? Collaborates with the Office of Student Affairs to manage the co-curriculum
? Serves on the College’s executive committee and collaborates with the appropriate members of the College’s leadership team to carry out the duties of this position (Student Handbook, Faculty Handbook, University Catalog, etc.)
? Serves on College standing committees as an ex officio member as assigned by the dean
? Serves as a conduit between the University and the College as it relates to academic affairs policy and procedure working with the necessary offices such as registrar, student information system, etc.
? Responsible for academic record maintenance including progression records, satisfactory academic progress status, GPA reporting, and graduation audits
? Liaison to University/Campus committee(s) or as assigned by the dean
? Teaches course load as assigned, performing functions of a faculty member as assignments require
? Participates and facilitates the advancement of the professional program through the scholarship of teaching and learning
? Clinical service is not a requirement of this position. If the individual is a licensed health care provider they are encouraged to volunteer at the 12th Street Clinic, a student-led interprofessional clinic, on a limited basis
? May perform other duties as assigned

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Candidate Qualifications
The ideal candidate will have the following professional qualifications and personal characteristics:
? Ph.D. or terminal professional degree (e.g. PharmD, MD, EdD) required, with credentials to merit an academic rank of Associate Professor or Professor
? A minimum of seven years of related work experience in academia
? Excellent verbal, interpersonal, and written communication, problem-solving, and customer service skills required.
? Ability to maintain concentration and attention to detail while working for extended periods.
? Working knowledge of Microsoft programs such as Access, Excel, Word, Outlook, and Explorer required. Able to use software that supports the College’s functions.
? Ability to coordinate multiple projects simultaneously and efficiently while meeting required deadlines.
? Must be able to sit or stand for extended periods.
? Must be able to hear and speak well enough to communicate with students, faculty, and staff face to face and via the telephone.
Preferred Professional Experience
? Previous leadership experience
? Strategic planning skills and expertise
? Understanding of compliance requirements at the federal and state levels
Preferred Personal Characteristics
? Well-developed emotional intelligence with exceptional interpersonal and communication skills
? Passion for excellence and a high level of energy and enthusiasm
? Demonstrated ability to work in a matrixed organization with multiple lines of reporting
? Demonstrated record of promoting collaboration and cultivating strong internal and external relationships
? Capacity to embrace change with appropriate respect for culture and tradition
? Analytical and intellectual skills to lead cogent planning and sound management systems
? Demonstrated commitment to diversity
? Motivator and mentor capable of developing strong teams and developing others
? Unquestioned personal integrity

Interested individuals are asked to submit their CV and a letter addressing their experiences that fulfill the criteria for this position to Khris Bone, Executive and Faculty Recruitment at recruitment@uams.edu Contact Khris Bone by phone at 501-603-1316.

Written nominations, inquiries, and applications (including emails) may be subject to disclosure under the Arkansas Freedom of Information Act.

UAMS is an inclusive Affirmative Action and Equal Opportunity Employer of individuals with disabilities
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and protected veterans and is committed to excellence

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EEO-AA Policy

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Contact Information

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

Contact
Khris Bone
UAMS Executive Search Group
The University of Arkansas for Medical Sciences
4301 W. Markham St
Little Rock, AR 72205

Phone Number
501-603-1316

Contact E-mail
recruitment@uams.edu