

Descriptions of Responsibilities Leadership Team Members

DEAN OF THE SCHOOL OF PHARMACY

The dean of the School shall be selected according to University procedures and appointed by the Chancellor of the University at the recommendation of the Senior Vice Chancellor for the Health Sciences and the Provost. The dean is the chief academic and administrative officer of the School.

RESPONSIBILITIES OF THE DEAN INCLUDE BUT ARE NOT LIMITED TO:

- Making decisions on behalf of the faculty, staff, students, and alumni to achieve the stated mission and vision of the School.
- Effectively marshalling and allocating the human and financial resources of the School to achieve the stated mission and vision of the School.
- Implementing and enforcing the policies of the School and the University.
- Representing and advocating on behalf of the faculty, staff, students, and alumni to the University community and other constituencies.
- Serving as a senior academic officer of the University in support of the offices of the Senior Vice Chancellor for the Health Sciences, Provost, and Chancellor.

DEPARTMENT CHAIRS

Department chairs are administrative officers of the School, recommended by the appropriate search committees, who serve at the discretion of the dean. Department chairs provide leadership for the faculty. Responsibilities of the chair shall include, but are not limited to:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Conferring with faculty to carry out department academic responsibilities.
- Presiding over faculty deliberations on academic issues.
- Recruiting and recommending academic appointment and recommending promotion of departmental faculty according to School and University policies.
- Assigning teaching responsibilities to optimally deliver the department's contributions to professional and graduate curricula.
- Providing opportunity for and assisting each department faculty member to achieve optimal professional growth in teaching, research, scholarly activity, and professional service.
- Conducting annual and special evaluations of departmental faculty and staff as required by University or School policy, and making recommendations regarding salary adjustments and personnel actions to the dean.
- Managing the departmental budget in accordance with University and School policies.

- Maintaining responsibilities as a member of the faculty, including mentoring faculty members and trainees, teaching in the curricula of the school, and advising students and student organizations, and maintaining a program of scholarly work.

CHAIR OF PHARMACEUTICAL SCIENCES

In addition to the responsibilities described above shared by both chairs, the Chair of Pharmaceutical Sciences has the responsibilities of:

- Assuring that the scientific components of the professional curriculum are delivered in a timely and quality fashion by departmental faculty and that the content is appropriately integrated with the patient care applications.
- Overseeing the Pharmaceutical Sciences PhD Program and its quality by assuring that through the actions of faculty, highly qualified students enroll and achieve mastery within their chosen scientific disciplines.
- Assuring the achievement of department-specific goals as specified within the Long-Range Plan, including the full range of education, research, patient care, and service to the profession.

CHAIR OF THE DEPARTMENT OF PHARMACY AND THERAPEUTICS

In addition to the responsibilities described above shared by both chairs, the Chair of the Department of Pharmacy and Therapeutics has responsibilities of:

- Assuring that the professional and patient care components of the curriculum of School programs are delivered in a timely and quality fashion by departmental faculty and that the components are appropriately integrated with the scientific basis for care.
- Overseeing the Pharmacy Residency Program and its quality by assuring that through the actions of faculty, highly qualified residents are hired and that they achieve mastery within their chosen programs.
- Assuring the achievement of department-specific goals within the Long-Range Plan, including those in the full range of education, research, patient care, and service to the profession.
- Integrating the role of department chair with the simultaneous position as Executive Director of Pharmacy Services of UPMC, which includes:
 - Developing the vision for the delivery of pharmacy care of patients
 - Maintaining accountability for the operations, budget, and resources of the UPMC pharmacy.
 - Integrating and managing the overall range and balance of faculty responsibilities for the patient care mission, the missions of scholarship, of education, and of service to the profession.

Revised April, 2009

SENIOR ASSOCIATE DEAN

The senior associate dean is a faculty member who serves at the discretion of the dean as an administrative officer of the School.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Managing operations of the School as directed by the dean.
- Assisting in budget preparations and participating in decisions regarding the allocation and acquisition of resources, including space.
- Participating extensively in institutional development activities, including proposal development.
- Serving on Health Sciences and University committees as a leadership designee (e.g. University Clinical Research Advisory Committee, the University Conflict of Interest and Entrepreneurial Oversight Committee, the CTSI Internal Advisory Committee.)
- Representing the School as a leadership designee for meetings and functions as requested by the dean.
- Mentoring the AACP Leadership Fellows in the years that the School sponsors a fellow.
- Facilitating research support for faculty and coordinating the spectrum of post-graduate education and training programs of the School (PhD, MS, residency, post-doctoral fellow).
- Maintaining responsibilities as a member of the faculty, including serving on graduate student dissertation committees, mentoring residents and post-PharmD fellows, teaching in the curricula of the school, and advising students and student organizations, and maintaining a program of scholarly work.

Revised April, 2009

ASSOCIATE DEAN FOR EDUCATION

The associate dean for education is a faculty member who serves at the discretion of the dean as an administrative officer of the School. The associate dean for education is responsible for contributing to the strategic area “Educating the next generation of practitioners and scientists” to achieve the outcome:

By 2012, the School of Pharmacy will have become a national leader in pharmacy education.

Responsibilities encompass leadership for and working collaboratively with those responsible for related elements to achieve goals in the School’s Long-Range Plan, particularly in relation to the Doctor of Pharmacy program.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Contributing to and fostering the culture of innovation and scholarship of education.

- Leading the School's education team and working in concert with relevant School operational units (e.g., student services, experiential learning program)
- Assuring compliance with ACPE standards for accreditation, and in the applicable years, coordinating the self-study process.
- Serving as an *ex officio* member of relevant committees, particularly for selected committees that serve the PharmD program.
- Assuring the efficient and effective deployment of resources to support the School's educational mission and achievement of its strategic goals.
- Leading and contributing to the development and implementation of an interprofessional curriculum.
- Assuring that the curricular programs of the School of Pharmacy meet the requirements for assessment reporting both for the University and ACPE.
- Serving as Chair of the PharmD Program Council.
- Promoting and advocating for the School of Pharmacy and its educational programs to the Health Sciences, the University and national organizations.
- Maintaining responsibilities as a member of the faculty, including mentoring faculty and PharmD students, teaching in the curricula of the School, advising student organizations, and maintaining a program of scholarly work.
- Facilitating informal and formal faculty development, evaluation, and recognition processes to enhance curriculum quality and student learning outcomes

Revised April, 2009

ASSOCIATE DEAN FOR BUSINESS INNOVATION

The associate dean for business innovation is a faculty member who serves at the discretion of the dean as an administrative officer of the School.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision, and values of the School of Pharmacy.
- Supporting the Pharmacy Business Administration Area of Concentration with a focus on facilitating MBA opportunities for students.
- Contributing to the management curriculum of the PharmD Program and fostering the development of coursework in business administration that contributes to the PharmD Program, the MS program, and potentially a combined or joint PharmD/MBA Program.
- Leading the interaction with the Katz Graduate School of Business to evaluate and potentially implement a combined or joint PharmD/MBA or MS program.
- Mentoring interested students to compete in business plan competitions through relevant regional and/or national organizations.
- Engaging alumni and friends of the School, including corporate entities, to contribute to the mission and Long-Range Plan of the School.

- Participating in institutional development activities, including proposal development, with the expectation of garnering resources to support the curricular business programs of the School.
- Contributing to the profession through excellence in scholarly activities, particularly by leading the school in developing the scholarship of the “business of pharmacy,” coordinating courses in the area of business management, and maintaining the range of responsibilities as a member of the faculty in teaching, research, and service.

Revised April, 2009

ASSOCIATE DEAN FOR COMMUNITY PARTNERSHIPS

The Associate Dean for Community Partnerships is a faculty member who serves at the discretion of the dean as an administrative officer of the School of Pharmacy.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Developing, enhancing, and maintaining community partnerships locally, regionally, and nationally to enhance and promote the provision of patient care the community.
- Working with the University of Pittsburgh General Counsel to develop contractual relationships to support residency programs and faculty positions in partnership with entities external to the University.
- Enhancing and leading the vision for the School of Pharmacy as a leader in pharmacist provision of direct patient care in the community.
- Serving as a resource and advocate for faculty, residents, and students who are working to promote practice advancement and research with community partners.
- Growing and maintaining a regional and national presence in pharmacist practice advancement policy and advocacy.
- Developing and maintaining advanced pharmacist training programs post-graduation to support pharmacists in community settings to provide cutting-edge, interprofessional, team-based patient care.
- Collaborating with the Office of Experiential Learning and with faculty members to ensure highly engaged, community-based experiential learning experiences for students.
- Directing the Community Residency program and Co- Coordinating the Community Research Fellowship.
- Participating in institutional advancement and collaborating on proposal development focused on support for faculty, residents, fellows, and programs.
- Maintaining responsibilities as a member of the faculty, including teaching in the curricula of the school, advising and mentoring students, and maintaining a program of scholarly work.

May 2015

ASSOCIATE DEAN FOR GRADUATE AND POST-DOCTORAL PROGRAMS

The Associate Dean for Graduate Education is a faculty member who serves at the discretion of the dean as an administrative officer of the School of Pharmacy.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Contributing in a substantial way to the vision of making the School of Pharmacy a leader in graduate and postdoctoral programs.
- Managing enrollment in the MS and PhD programs using financial projections and data on faculty graduate student capacity.
- Developing strategies for securing support for graduate student tuition, stipends and research project support. Strategies include and are not limited to working with faculty graduate students and administration to secure funding through:
 - NIH graduate student support – T32, NRSAs, and other mechanisms.
 - Partnerships with pharmaceutical companies, UPMC, and other entities.
 - External fellowships: American Foundation for Pharmaceutical Education, American Heart Association.
 - Teaching and other task-related support, particularly that which adds value to the education of the trainees.
- Assessing the opportunity for and when appropriate, developing new tracks, certificate, and/or degree programs.
- Providing administrative oversight of all aspects of the MS and PhD programs.
- Providing oversight for the well-being of postdoctoral fellows and assuring that they have opportunities for presenting their research at School-wide events.
- Participating in institutional advancement and collaborate in proposal development focused on support for faculty, graduate students, and research programs.
- Maintaining responsibilities as a member of the faculty, including serving on graduate student dissertation committees, mentoring residents and post-PharmD fellows, teaching in the curricula of the school, advising students and student organizations, and maintaining a program of scholarly work.

May 2015

ASSOCIATE DEAN FOR RESEARCH INNOVATION

The Associate Dean for Research Innovation is a faculty member who serves at the discretion of the dean as an administrative officer of the School of Pharmacy.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Contributing in a substantial way to the vision of making the School of Pharmacy a leader in drug discovery and development.

- Work with funding agencies (including pharmaceutical and technology companies) to identify funding opportunities.
- Assist faculty in developing collaborative research partnerships with pharmaceutical and technology companies.
- Assist faculty, as requested, in development of NIH grants, including R01, program project, and training grants.
- Participate in institutional advancement and collaborate in proposal development focused on support for faculty and research programs.
- Develop and implement strategies for partnering with government agencies and international institutions to advance research and research training.
- Identify and recommend new technologies that will advance the research in the School.

July 2014

ASSISTANT DEAN OF STUDENTS

The assistant dean of students is a faculty member who serves at the discretion of the dean as an administrative officer of the School. The assistant dean of Students has responsibilities that are focused on applicants to and students enrolled in the PharmD Program.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Contributing to the mission and vision of the School, particularly as it relates to the goal of becoming a national leader in pharmacy education.
- Contributing to the recruitment and admissions processes for the PharmD program, with the goal of recruiting a qualified and diverse student body.
- Contributing to the missions of the University and School through committee participation, including the Enrollment Management and the Health Sciences Diversity Committees.
- Advising RxPrep, the pre-pharmacy student organization.
- Participating in the PharmD Council, and serving in an ex officio capacity on the Academic Performance Committee, Code of Conduct Committee, and potentially other committees as they relate to students in the PharmD Program.
- Serving as ombudsman for student issues; this includes advising and counseling students, monitoring student academic progress, and referring students for specialized services.
- Empowering and encouraging students to develop professionally, and to increase student awareness of professional and scholarship opportunities locally, regionally, and nationally.
- Working with the staff of the Center for Students of Pharmacy, which overall has responsibilities for admissions, scholarships, student course registration, student organization support, experiential learning, orientation for P1 students, and the White Coat and Commencement ceremonies.
- Advocating for students, working to foster an environment that encourages and rewards student achievement.

- Maintaining responsibilities as a member of the faculty, including serving on graduate student dissertation committees, mentoring residents and post-PharmD fellows, teaching in the curricula of the school, and advising students and student organizations.

Revised April, 2009

ASSISTANT DEAN FOR ACADEMIC AFFAIRS

The Assistant Dean for Academic Affairs is a faculty member who serves at the discretion of the dean as an administrative officer of the School of Pharmacy.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participating in the Leadership Team of the School of Pharmacy, upholding the mission, vision and values of the School of Pharmacy.
- Serving as a faculty resource and advocate, working to promote an academic environment that supports our values and encourages the professional growth of faculty members of the School.
- Contributing in a substantial way to the vision of making the School of Pharmacy a leader in pharmacy and pharmacy education through teaching and scholarship. This includes working with the dean to develop timely updates of our Long-Range Plan as a living document.
- Managing the programmatic assessment process using the appropriate University and School of Pharmacy templates. Developing and maintaining administrative materials including bylaws and policies and procedures of the School while serving as advisor to SOP committees on matter of committee guidance documents.
- Appointing faculty to standing committees of the School of Pharmacy after consultation with department chairs and the dean and preparing appointment letters to faculty members regarding their respective committee appointments.
- Maintaining responsibilities as a member of the faculty, including teaching in the curricula of the school, advising and mentoring students, and maintaining a program of scholarly work.

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