COP Duties of the Dean, Assoc Deans & Asst Deans
In accordance with University Policy (2-005; Section 3) and the Charter for the College of Pharmacy (May 2011 revision), the Dean has the following duties and responsibilities:

- Serves as the executive officer for the College of Pharmacy and reports to the Senior Vice President for Health Sciences.
- Chairs the College Council and the College Executive Committee.
- Recommends the appointment, renewal of appointment, or termination of appointment of department chairperson after consultation with departmental faculties.
- Appoints assistant and associate deans.
- Administers review of chairs and associate/assistant deans in accordance with University and College policy.
- Appoints the chair and members of College committees in accordance with the College Charter and provides direction and oversight for the charges, policies, procedures, and outcomes for these committees.
- Is responsible for oversight of policies, procedures, and outcomes related to admissions and progress of the college’s students.
- Appoints special college committees as needed.
- Formulates and presents policies for the consideration of the faculty, provided that the right of any member thereof to present any matter shall not be abridged.
- Prepares and recommends annually an operating budget and assures that Health Sciences and University budget guidelines are observed.
- Is responsible for the efficient use of space and other physical facilities allocated by the Senior Vice President for Health Sciences and the President for the needs of the College.
- Annually makes a detailed report to the Senior Vice President for Health Sciences upon the work, prospects, and needs of the College.
- Is the medium of communication for all official transactions.
- Participates in the nominations of faculty and staff members in departments assigned to the College.
- Ascertains that each department in the College is effectively reviewing tenured faculty members.

The Associate Dean for Academic Affairs reports to the Dean, and has responsibility for the overall coordination of all professional programs in the College of Pharmacy and the authority to ensure that the College faculty contribute appropriately to the overall success of these programs. The Associate Dean for Academic Affairs has the following major areas of responsibility:

- Coordinate and evaluate all professional programs in the College, including the Pharm.D. degree and Pharm.D./Ph.D. pathway in conjunction with the Curriculum Committee.
- Provide oversight to Student Affairs staff activities, including admissions, advising, recruitment and affirmative action, curriculum, service learning, scholastic standards, and awards and financial aid, as well as maintenance of student records.
- Provide oversight for the Professional Experience Program (PEP), in conjunction with the Associate Dean for Pharmacy Practice. This includes activities of the Assistant Dean for Experiential Education, the PEP Director, and the PEP Coordinator.
- Provide oversight for the Assistant Dean for Assessment.
- Revise documents and materials related to the professional programs of the College, including University General Catalog and Semester Class Schedules.
• Provide oversight for the College of Pharmacy computer system services.
• Provide oversight for the College of Pharmacy Continuing Education program.
• Complete assignments as assigned by the Dean.
• Serve as a member of the College Executive Committee.

The Associate Dean for Pharmacy Practice reports to the Dean, and has the responsibility for enhancing education and patient care via the linkage between the Department of Pharmacotherapy in the College and the Department of Pharmacy Service in the University of Utah Hospitals and Clinics, including the University of Utah Health Care (UUHC). The Associate Dean for Pharmacy Practice has the following major areas of responsibility:
• Provide coordination of clinical education with the administration of the University of Utah Hospitals and Clinics and the UUHC.
• Develop contractual agreements with other health care systems, pharmacies, and community agencies to initiate new strategies for clinical sites.
• Provide professional didactic and experiential education opportunities for students, including pharmacy practice residencies.
• Serve as a member of the College Executive Committee.

The Associate Dean for Faculty reports to the Dean, and has the responsibility for coordinating and overseeing retention, promotion, and tenure of the faculty of the College. The Associate Dean for Faculty has the following major areas of responsibility:
• Remain current on University RPT guidelines, ensure college-wide conformity, and serve as a career development resource on RPT issues for faculty.
• Ensure all RPT and tenured faculty reviews occur on a timely basis.
• Serve as a liaison with department chairs for reviews of faculty.
• Chair and construct summary letters for the annual College RPT and Review of Tenured Faculty Committee meetings.
• Serve as a member of the College Executive committee.

The Associate Dean for Research and Planning reports to the Dean, and has responsibility for supporting the Dean’s office in planning, coordinating, and implementing College-level initiatives. This person will coordinate all of the activities through the Associate Dean for Academic Affairs and the Department Chairs. The Associate Dean for Research and Planning has the following major areas of responsibility:
• Assist the Dean in planning and coordinating new College-level programmatic initiatives.
• Serve on behalf of the Dean upon request to further the implementation of these initiatives.
• Implementing plans for space initiatives as recommended by the Space Planning Committee and approved by the Dean.
• Establish and maintain an internal review group to evaluate, prior to submission and only upon request, grant proposals to local and national funding agencies.
• Serve as a member of the College Executive Committee

The Associate Dean for Human Resources and Finance reports to the Dean, and has responsibility for college level finances, strategic financial planning, and serves as the College liaison to for HR/OEO issues. The Associate Dean for Planning and Finance has the following major areas of responsibility:
• Provide oversight of college level finances and budget development.
• Provide strategic financial planning in context of Mission Based Management.
• Provide guidance and strategic human resource interventions, working with the University Human Resource Department and General Counsel.
• Plan, organize, and integrate activities to further academic mission.
• Serves as a liaison with the Associate Vice President for Finance and Planning.
• Serves as Member of the College Executive Committee.

The Assistant Dean for Experiential Education reports to Associate Dean of Academic Affairs, and has responsibility for development and administration and management of the introductory and advanced professional experience program in the College of Pharmacy. The Assistant Dean for Experiential Education has the following major areas of responsibility:
• Coordinate all student experiential experiences.
• Develop and implement a well-defined plan to cultivate new experiential sites, maintain academic standards associated with all experiential sites consistent with ACPE accreditation requirements, and effectively manage the entire system.

The Assistant Dean for Assessment reports to Associate Dean for Academic Affairs, and has responsibility for assessing student learning and curricular effectiveness, faculty productivity including teaching, scholarly activity, research, and service, alumni relations, and the Professional Experience Program. The Assistant Dean for Assessment has the following major areas of responsibility:
• Continue the development of the University electronic Faculty Activity Report (FAR) to assess research, scholarship, and service for all regular faculty.
• Develop an assessment program for learning and teaching in the Professional Experiential Program.
• Continue development of a systematic plan for assessment of student learning and curricular effectiveness that are quantifiable, measureable, or qualitative. The plan should include continuous measures that meet current ACPE Standards.
• Continue the use of the AACP surveys of students, faculty, preceptors, and alumni, assess this information, and communicate the findings to appropriate College standing committees.
• Develop a plan for assessment of student organization activities.