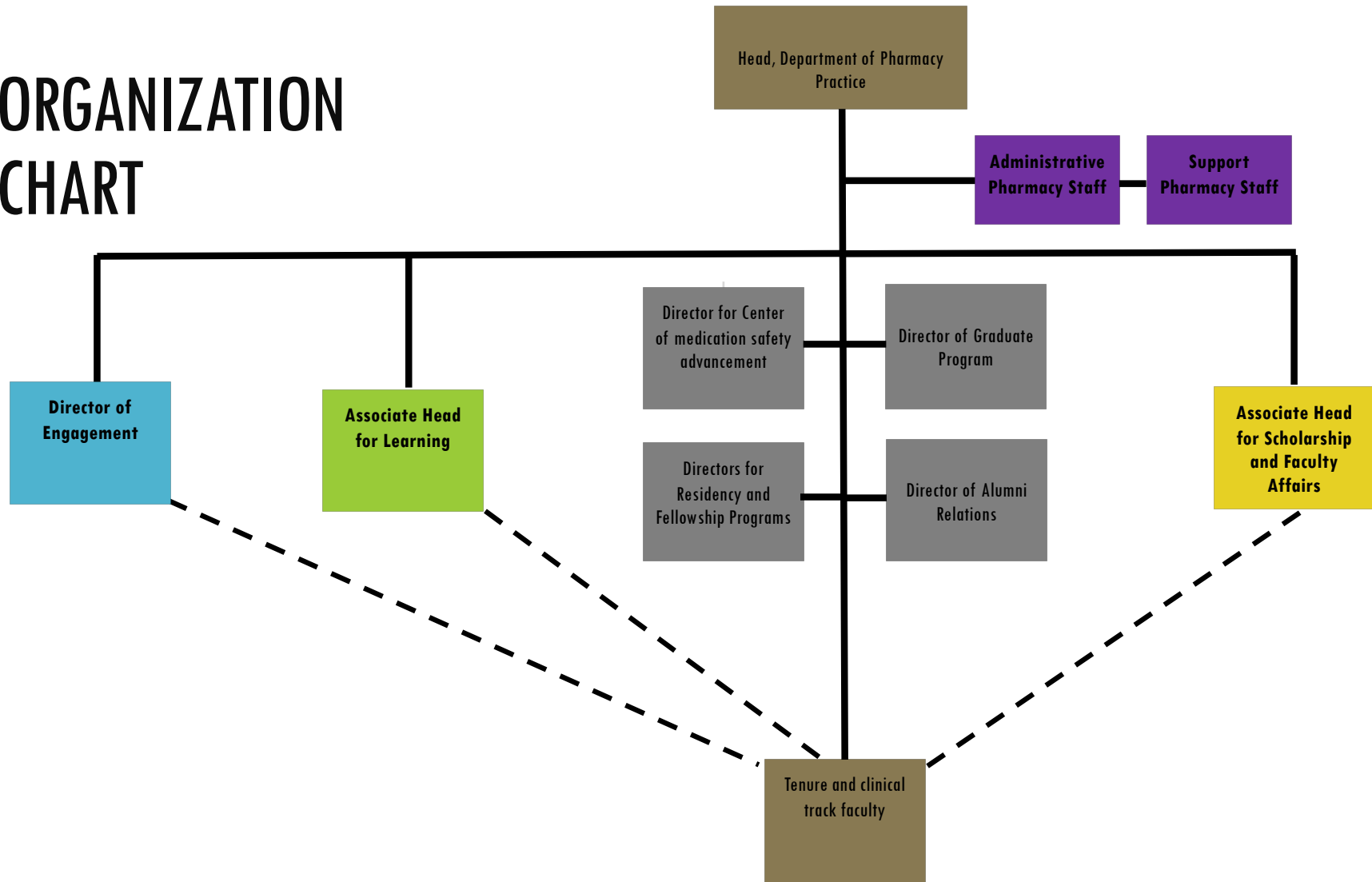


ORGANIZATION CHART



DEPARTMENT HEAD ROLES/RESPONSIBILITIES

1. Set and advance the academic mission, vision, and strategy of the Department in line with faculty, College and University strategic plans and direction.
2. Lead employee recruitment, performance evaluation, promotion, retention, and termination activities.
3. Ensure that all faculty and staff and follow department policies and procedures. Develop and implement new policies/procedures as needed.
4. Develop department budgets and manage income and expenditures in order to promote financial sustainability.
5. Ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.
6. Serve as standing Chair of the Promotion and Tenure committee and assuring that all appropriate promotion and tenure procedures are followed.
7. Appoint, empower, and support the Director of Graduate Programs to lead the graduate program.
8. Develop and implement alumni relations strategies and potential fundraising opportunities in consultation with the Director of Alumni Relations.
9. Develop, support, and liaise with Associate Heads to ensure excellent leadership within the Department
10. Provide encouragement, support and assistance to colleagues at all levels.

ASSOCIATE HEAD OF TEACHING ROLES/RESPONSIBILITIES

1. Serve as primary liaison for the Head of the Department of Pharmacy Practice in all programmatic teaching responsibilities
2. Lead and support teaching innovation and new approaches to professional development of teaching.
3. Develop strategic annual goals and metrics within teaching.
4. Lead development and implementation of faculty awards and recognition for teaching.
5. Develop and implement target setting and tracking of faculty's teaching performance.
6. Liaise with College schedule deputy to assure timing/layering of course and lecture offerings
7. Manage and assign the staffing of all academic lessons and advise Head on staffing needs/requirements.
8. Coordinate and conduct peer evaluations of teaching
9. Liaise with the Head of the Department of Pharmacy Practice with regard to faculty's performance in teaching.
10. Provide encouragement, support and assistance to colleagues at all levels.

DIRECTOR OF ENGAGEMENT ROLES/RESPONSIBILITIES

1. Serve as primary liaison for the Head of the Department of Pharmacy Practice in all programmatic partnership responsibilities.
2. Lead and support engagement innovation and new approaches to professional development of engagement.
3. Develop strategic annual goals and metrics within engagement.
4. Collaborate with faculty within the college to implement cross-functional strategies and initiatives.
5. Interface with the Assistant Dean for Engagement to develop and implement new strategic partnerships within the College, University, and with external stakeholders.
6. Interface with the Assistant Dean for Engagement to review and cultivate existing partnerships and match partners with the Department and College's specific needs.
7. Liaise with the Head of the Department of Pharmacy Practice with regard to faculty's performance in engagement.
8. Lead development and implementation of faculty awards and recognition for engagement
9. Provide encouragement, support and assistance to colleagues at all levels.

ASSOCIATE HEAD OF SCHOLARSHIP AND FACULTY AFFAIRS ROLES/RESPONSIBILITIES

1. Serve as primary liaison for the Head of the Department of Pharmacy Practice in all programmatic scholarship responsibilities
2. Lead and support scholarship innovation and new approaches to professional development of scholarship.
3. Collaborate with the Director of the Graduate Program to promote and facilitate scholarship within this program.
4. Develop strategic annual goals and metrics within scholarship.
5. Identify, cultivate, and disseminate funding opportunities for faculty.
6. Solicit collaborative efforts for Department-wide programmatic funding
7. Manage pre and post award processes to ensure timely submission and throughput of required materials and contracts.
8. Lead development and implementation of faculty awards and recognition for scholarship.
9. Serve as Chair for the Promotion and Tenure subcommittee on annual and mid-point faculty reviews.
10. Develop and implement mentoring programs for all faculty.
11. Provide encouragement, support and assistance to colleagues at all levels.