

Texas Tech University Health Sciences Center

Job Description

Job Title: Chair, Pharmaceutical Sciences **Job Code:**
FLSA Status: Exempt **Division:** Administration, Pharmaceutical Sciences
Reports To: Dean, TTUHSC SOP
Prepared By: Jannette Marek, MBA **Prepared Date:** 04/29/09
Approved By: Arthur Nelson, Jr., Dean **Approved Date:** 05/11/09

Summary: The Chair, Pharmaceutical Sciences (known herein as the “CHAIR” unless otherwise stated) provides vision and strategic direction for the Department as well as mentoring and guiding of faculty members within the Pharmaceutical Sciences Department. This position shares development and strategic direction for a wide-range of matters with the Chair, Biomedical Sciences. The Chair represents the Department and, when directed by the Dean, the School of Pharmacy (SOP) both internally to the University and externally to the various stakeholders involved with the primary responsibilities of this person. The Chair also serves as part of the School of Pharmacy’s administrative team through active participation in various School and Institutional planning, implementing, and evaluating activities. In cooperation with the Chair, Biomedical Sciences, the Chair serves as an interface between School of Pharmacy faculty and the administration the Texas Tech University Health Sciences Center (TTUHSC).

Essential Duties and Responsibilities:

1. Assign teaching responsibilities and oversee the development and delivery of instructional activities of faculty within the Department.
2. In consultation with the Department faculty, recruit and recommend to the Dean new faculty for appointment in the Department.
3. Mentor faculty and promote faculty development.
4. Conduct annual performance evaluations of faculty within the Department and make recommendations pertaining to salary adjustments and personnel actions to the Dean.
5. Oversee Department review of applicants for promotion and/or tenure following the Bylaws of the SOP and the Promotion and Tenure Guidelines of the Department. As Chair, recommend to the SOP Faculty Affairs Committee as to tenure and/or promotion of faculty within the Department.
6. Schedule and chair regular meetings of the Department faculty.
7. Appoint committees of Department faculty to address special issues of interest to the Department.
8. Supervise and annually evaluate Department office staff.
9. Administer Department budget. Prepare annual budget requests and recommend to the Dean on expenditure of other funds available to the School.
10. Oversee maintenance and inventory of Department equipment.
11. Interface with the TTUHSC Office of Sponsored Programs and with the School’s Senior Associate Dean of Sciences on issues of grant/contract administration. In addition, the Chair will collaborate with the Senior Associate Dean of Sciences

- and the Graduate Program to foster research development within the Department and to increase focus on enhanced extramural research in sciences.
12. Promote safe working conditions and procedures in the Department. Interface with TTUHSC Safety Services on issues of safety as they pertain to the Department.
 13. Make recommendations to the Dean and University administration on modifications of Department laboratory, common equipment or office space.
 14. Represent the Department and as requested the department to external institutions, organizations and agencies.
 15. Serve on the Executive and Academic Program Management Committees of the School of Pharmacy.
 16. Maintain an active scholarship program with at least one publication per year. Seek extramural funding for scholarship.
 17. Teach in assigned courses.
 18. Perform other duties as requested by the Dean.

Education and/or Experience: Doctoral degree (Ph.D., M.D., or Pharm.D.) with demonstration of scholarly excellence in the pharmaceutical sciences. Documented accomplishments in teaching, research, and service at the level of a tenured professor in the School of Pharmacy.

Language Skills: Excellent written and verbal communication skills. Ability to read, analyze and interpret scientific and academic papers, financial reports, University policies and legal documents. Ability to respond to common inquires or complaints from faculty, staff, students, and administration.

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 and deal with various abstract and concrete variables.

Other Qualifications: Demonstrated ethical behavior, professionalism, interpersonal skills, and leadership and management abilities sufficient to run the Department.

Work Environment: Administrative duties performed in Department office. Teaching performed in classrooms, small meeting rooms and teaching laboratories, whereas research is conducted in scientific laboratories. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.