

**Texas Tech University Health Sciences Center
Job Description**

Job Title: Division Head

Job Code:

FLSA Status: Exempt

Division: Department of Pharmacy Practice, School of Pharmacy

Reports To: Chair, Clinical Practice & Management, Department of Pharmacy Practice or the Chair, Clinical Research & Development, Department of Pharmacy Practice

Prepared By: Cynthia Raehl, Pharm.D., FASHP, FCCP

Roland Patry, D. P.H., FASHP

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Approved By: David Fry, VP Human Resources

Approved Date:

Summary: A Division Head in the School of Pharmacy Department of Pharmacy Practice (known herein as the "Division Head" unless otherwise stated) provides vision, strategic direction, and management for a Division within the overall structure of the Department of Pharmacy Practice. A Division Head functions as the front line faculty supervisor for faculty who declare the respective division their primary division. Division Heads carry personnel responsibilities for faculty as delegated by the responsible Department of Pharmacy Practice Chair. Division Heads are accountable to their faculty colleagues and report directly to a designated Chair.

The Division Head, working collaboratively with other Division Heads, is responsible for a wide-range of matters including professional education, faculty pharmacy practice collaborations, and support of scholarship / research growth. The Division Head represents the Division, both internally and externally, to the various stakeholders who share the Division's focus. The Division Head also serves as part of the Department of Pharmacy Practice administrative team through active participation in various Department planning, implementation and evaluation activities. Like all faculty administrators within the Department, Division Heads are appointed by the Dean upon recommendation of the Department Chairs. Division Head vacancies may be filled from within the current faculty ranks or by established national search and screen procedures.

Essential Duties and Responsibilities: includes the following, with other duties that may be assigned by the responsible Chair.

Educational Programs

1. Direct, mentor, facilitate or provide oversight to division members in all aspects of curriculum delivery.
2. Work collaboratively with other division heads and chairs to coordinate the teaching assignments for all primary division members; adjust teaching assignments throughout the year as needed by personnel or programmatic changes.

3. Oversee or delegate the “team leader” (course coordinator) role for academic courses, didactic and experiential, specifically assigned to the division.
4. Work collaboratively with other Division Heads to ensure consistency of course offerings across the campuses noting the extraordinary efforts needed to consistently engage full time and adjunct faculty in the quality improvement program for experiential education, The Division Head designs, implements, monitors, and improves the experiential course(s) aligned with each respective Division (e.g. the Pediatrics Division Head oversees curricular issues and the delivery of the Pediatrics P4 Clerkship on all campuses).
5. Triage adjunct and full SOP faculty needs related to course execution and curriculum delivery and work with various associate deans and regional deans to enhance curriculum delivery.
6. Facilitate the peer evaluation process for primary division members so as to provide constructive feedback on teaching.
7. Guide faculty in distance technology, active learning, and teaching methodologies so as to continually improve the educational programs.
8. Work with interdepartmental course teams to resolve course related issues; when possible resolve such issues prior to involving the responsible Department Chair.
9. Monitor division faculty continuing professional development (CPD), completion of CPD activities reports, and incorporation of CPD into faculty development plans.
10. In conjunction with the Office of Experiential Education, help develop adjunct faculty in experiential teaching skills.
11. Assist the Regional Deans and the Office of Experiential Education in annual evaluation of experiential sites

Pharmacy Practice

12. Provide practice based guidance to all division members triaging all practice related issues and solving problems when able prior to seeking second level input from the Regional Dean and third level input from the appropriate Department Chair.
13. Work with the Division members and Chairs, to optimize Pharmacy Income Plan (PIP) opportunities for faculty and the School including seeking input on all issues related to contractual developments.
14. Refer all contractual development or modification issues to the Chair, Clinical Practice & Management and/or respective Regional Dean.

Scholarship and Original Research

15. Support scholarship as a responsibility/opportunity of all division members.
16. Promote practice-based scholarship within and across divisions.
17. Support original research as a primary responsibility for members of the Research Division.

18. Triage research opportunities and needs; actively seek guidance from the Chair, Clinical Research and Development.
19. Engage in developing vision and strategic planning for clinical and translational research.

Management

20. Supervise, in a manner consistent with academic practices, faculty in the Division except in those cases where faculty directly report to the Dean.
21. Establish annual Division performance goals, objectives, and performance targets in collaboration with the respective Chair and monitor yearly or more frequently when indicated.
22. Prepare all Division reports as requested by the Chairs and the Deans.
23. Conduct all faculty search and screen processes for approved positions; forward hiring recommendations to the respective Chair who forwards them to the Dean.
24. Develop budgetary projections to fulfill division goals and provide budget management consistent with templates established by the Chairs.
25. Assist faculty in developing Annual Development Plans which provide specific, measurable goals in each performance area.
26. Conduct yearly performance evaluations of primary division faculty members consistent with processes established for the Department and as delegated by the Chairs.
27. Provide recommendations on continued employment, promotion and tenure of faculty in a manner consistent with direction of the responsible Department Chair.
28. Nominate faculty for institutional and external awards.
29. Triage personnel issues with guidance of the Chair and Dean.
30. Serve on Department planning committees as determined by the Chairs.
31. Provide input into the supervision of secretarial and student workers assigned to the Division.

Supervisory Responsibilities: Provides supervision, mentoring and oversight to division members, as assigned by the responsible Department Chair. Responsibilities include general supervision, assigning work, where needed, evaluating performance, addressing complaints and resolving problems referred by the division members. Faculty development, in concert with the Department's tripartite mission of teaching, practice and research, is a central responsibility of division heads.

Education and/or Experience: Have an earned professional pharmacy doctoral degree or terminal doctoral degree if the professional degree is not a Pharm.D. and residency or post doctoral fellowship; five years relevant experience in pharmacy education or academic affiliated practice; personal experience in precepting students for at least three years. Desire to learn the duties and responsibilities for managing human and fiscal resources within an academic organization. Documented accomplishments in teaching, practice and scholarship at a level usually commensurate with appointment as

an associate or full professor in the Department of Pharmacy Practice; experienced assistant professors will be considered. (Because division heads function as front line faculty supervisors and equally importantly serve as faculty advocates, division heads may not serve as an assistant dean, associate dean, regional dean or Dean.)

Language Skills: Excellent written and verbal communication skills. Ability to read and interpret professional literature, financial reports, develop plans, and create practice opportunities. Ability to effectively present information, in oral or written form, to TTUHSC and School stakeholders.

Reasoning Abilities: Ability to define problems, collect data, establish facts and draw conclusions to solve problems and plan strategic initiatives. Ability to interpret and create plans as well as define required human and fiscal resources.

Other Qualifications: Demonstrated ethical conduct, professionalism, interpersonal skills, and leadership abilities sufficient to effectively direct and develop division members. Ability to meet timelines, follow-through, and handle personnel issues in a highly confidential manner essential. Desire to work with groups and promote faculty governance through delegation of division workload. Commitment to use basic academic management skills in daily operations and balance the needs of faculty at all professorial levels. Perform the following as indicated for individual faculty: direct, mentor, coach, facilitate, observe. High degree of knowledge of current trends in division focus area. Possesses professional recognition within state, regional or national pharmacy organizations. Commitment to approaching issues from a multi-campus perspective required.

Work Environment: Job functions performed within a standard office environment. Exposure to normal hazards of an outpatient patient care area or inpatient care setting is likely.

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