

## Texas Tech University Health Sciences Center Job Description

<b>Job Title:</b>	Chair, Department of Pharmacy Practice, TTUHSC School of Pharmacy
<b>Job Code:</b>	
<b>FLSA Status:</b>	Exempt
<b>Division:</b>	Pharmacy Practice
<b>Reports To:</b>	Dean, School of Pharmacy
<b>Prepared By:</b>	Jannette Marek
<b>Prepared Date:</b>	July 20, 2013
<b>Approved By:</b>	Quentin Smith
<b>Approved Date:</b>	July 30, 2013

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**Summary:** The Chair of the Department of Pharmacy Practice is responsible for providing leadership and governance to all faculty and staff appointed to that department. The Chair serves by appointment from the Dean as the senior administrator of the Department with responsibilities for strategic vision and direction, and administrative oversight to division heads, vice chairs, faculty, staff, preceptors, and residents of the Department of Pharmacy Practice and its various Divisions. The Chair supervises and mentors division heads in their responsibility as administrators and first-line supervisors of faculty within their Divisions. The Chair supervises and mentors vice chairs and pharmacy managers in their administrative roles and responsibilities over residents, experiential programs, pharmacies, and other areas. The Chair works to build an administrative team (Department Council) comprised of division heads, vice chairs, senior administrative staff, and faculty representatives to advise the chairs and ensure the efficient and appropriate administration of the Department. The Chair represents the Department as a whole to the School, University, community and external stakeholders. The Chair also serves as part of the School of Pharmacy's administrative team through service on the School Executive Committee and active participation in various School and institutional planning, implementing, and evaluating activities.

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

1. Provide senior leadership, strategic direction, and governance to the Pharmacy Practice Department on all campuses of the School to meet the responsibilities of the Department in teaching, scholarship/research, practice, and service.
2. Oversee the administration of the Department, through its division heads, vice chairs, pharmacy managers, and administrative staff.
3. Provide managerial, budgetary, and personnel oversight to the Department in coordination and with delegated authority in each area to division heads and vice chairs.
4. Supervise the assignment of teaching and practice responsibilities made by division heads over Department faculty to ensure the quality of the academic program and balance workload across the Department.
5. Together with input from division heads, search and recruit high-quality faculty members, with recommendation for employment forwarded to the Dean.
6. Provide mentorship to pharmacy practice faculty wishing to submit for promotion and/or tenure, and coordinate the administrative processes for petitioners undergoing review.
7. Work with division heads to assist each member of the faculty in the Department to improve their professional development in teaching, practice, research and/or scholarly activity, and professional service.
8. Supervise the conduct and review of annual evaluations of departmental faculty and staff in coordination with division heads, and make recommendations pertaining to salary adjustments and personnel actions to the Dean.

9. Manage and direct the acquisition and disposition of the Department budget as directed by the Dean, and in accordance with University and School policies.
10. Oversee the administration and management of School pharmacies, as delegated by the Dean.
11. Collaborate with regional deans and division heads on the development and administration of pharmacy practice sites for Department faculty and residents. Work with regional deans as needed to address practice site issues and promote optimal function.
12. Serve on executive and planning committees as determined by the Dean.
13. Maintain an active scholarship program with at least one publication per year. Seek extramural funding for scholarship.
14. Teach in assigned courses.
15. Maintain an active pharmacy practice.
16. Perform other duties as requested by the Dean.

**Supervisory Responsibilities:** Provides supervision, mentoring and oversight to division heads, vice chairs, pharmacy managers, and administrative staff of the Department. Oversees all members of the Department, including faculty, preceptors, residents, and staff. Delegated supervisory authority provided to division heads and vice chairs.

**Education and/or Experience:** Have an earned professional pharmacy degree and a terminal doctoral degree if the professional degree is not a Pharm.D.; 10 years relevant experience in pharmacy education or research with at least 5 years in an administrative position with duties and responsibilities for managing human resources and fiscal management; documented accomplishments in teaching, practice and research at a level to be appointed as a tenured professor in the Department of Pharmacy Practice.

**Language Skills:** Excellent written and verbal communication skills. Ability to read and interpret scientific literature, financial reports; develop research plans, and create research contracts or other legal documents for review by appropriate HSC staff. Ability to effectively present information, in oral or written form, to state, national, or local stakeholders of the HSC or School of Pharmacy.

**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 research plans, as well as negotiate financial arrangements with partners.

**Other Qualifications:** Demonstrated ethical conduct, professionalism, interpersonal skills, leadership and management abilities sufficient to effectively direct and develop division heads, clinical investigators, and support staff. Knowledge of and ability to create vision, strategic direction, research plans, and provide guidance to research teams. High degree of knowledge of current trends in research and practice that may be a focused interest of the Department. Possesses professional recognition within international and national pharmacy organizations.

**Work Environment:** Job functions performed within a standard office environment. Exposure to normal hazards of a patient care area or laboratory is likely.