

Southern Illinois University Edwardsville (SIUE)

School of Pharmacy

Associate Dean for Professional and Student Affairs

- 1.** Coordinates the development and implementation of policies and procedures for student recruitment, admissions and student development in cooperation with the Director of Student Services.
- 2.** Responsible for Doctor of Pharmacy academic scheduling including updates and submissions; end of semester course evaluations, exam schedules, and course books; updates and submissions for School academic program catalog.
- 3.** Supervise the development and maintenance of a School of Pharmacy Student Policies Manual.
- 4.** Supervises the preparation and maintenance of all School of Pharmacy publications and web content related to the Professional Program and Student Affairs.
- 5.** Supervises an active mentorship program utilizing faculty and volunteer practitioners for pharmacy students.
- 6.** Serves as the administrative liaison to the Academic Standards and Progression Committee.
- 7.** Oversees Academic Advising of students, including students who are on Academic Probation.
- 8.** Works with the Chair of the Curriculum Committee for curriculum implementation.
- 9.** Participates in the Experiential Education Committee.
- 10.** Supervises the planning and implementation of the new student orientation program.
- 11.** Serves as Chair of a School of Pharmacy Honors and Awards Committee and The Honor Council.
- 12.** Serve as an ex-officio member of the following SOP standing committees: Admissions Committee, Curriculum Committee, Outcomes Assessment Committee, and Strategic Planning Committee.

- 13.** Serves as faculty mentor to the Student Representative Council, oversees all recognized School of Pharmacy Student Organizations, including the approval of their official events and fundraising efforts. Oversees the distribution of School of Pharmacy matching funds according to established guidelines.
- 14.** Helps facilitate professional/academic events (e.g., White Coat Ceremony, Pinning Ceremony).
- 15.** Coordinates programs for professional student development to include promotion of graduate and residency programs in conjunction with the Director of Student Services and the Academic Advisor.
- 16.** Oversees School of Pharmacy pre-commencement, hooding, graduation and pharmacist licensure activities.
- 17.** Serves a member of the Dean's Advisory Council (DAC) and collaborates with DAC members on various goals and outcomes.
- 18.** Participates in University committees as assigned.
- 19.** Serves as a representative of the School of Pharmacy to internal and external constituencies in the absence of the Dean.
- 20.** Maintains an active teaching and scholarship program commensurate with overall duties and responsibilities.
- 21.** Serves as a faculty mentor and role model for School of Pharmacy faculty.