

# **AUBURN UNIVERSITY**

## **HARRISON SCHOOL OF PHARMACY**

### **ROLES OF DEPARTMENT HEADS, CENTER DIRECTORS, AND DIRECTORS**

*Reviewed Aug. 11, 2015*

The Department shall be the fundamental academic and administrative organization unit within the school. The three departments of the school are:

- Drug Discovery and Development
- Health Outcomes Research and Policy
- Pharmacy Practice

As with Associate/Assistant Deans, Department Heads serve at the pleasure of the Dean. All appointments of Department Heads will be conducted according to University Guidelines. The performance of each Department Head shall be reviewed yearly by the Dean according to current University policy.

The Department Head serves as senior faculty member and administrator of the academic department. At the departmental level, this person is responsible for faculty recruitment and development, instructional program development and quality, coordination of research and service programs, evaluation of personnel, workload assignments and coordination of budgets. As a member of the executive team the Department Head is responsible for the following: ensuring bi-directional communication with his/her respective departments regarding discussions, decisions, and policies undertaken by the Executive Committee that affect the Department and School; supporting the programmatic directions undertaken by the School, including those initiated collectively by the Executive Committee; providing constructive input and feedback to the Dean regarding overall administration issues; participate in faculty assignment to school and university committees.

#### **Center Directors**

Centers and Institutes are established and abolished according to specific funding and program needs. The Auburn University policies governing the establishment and review of Centers require evaluation every 5 years. New Centers will be established only after college wide discussions on the specific research mission of the Center.

The administrative officers of these Centers are Directors. Directors are responsible to the Dean of the College with all educational, research, service and fiscal matters related to the center. Center Directors are responsible to their Department Chairs for academic and educational activities.

The purpose of Centers is to attract external funding to enhance multidisciplinary teaching, research, and service. The Directors will be involved in fund raising to support the research missions of the specific center through training and program project grants. The Director also represents the center to federal, state and private funding agencies. Center Directors are responsible for the fiscal operations of Centers and fulfillment of their designated research mission. Center Directors are responsible to their Department Chair and the Dean for their annual evaluation of academic activities.

#### **Directors**

Directors are responsible for managing cross-department programs involving multiple faculty in collaborative efforts. These individuals operate service/education administration offices which are part of an organizational matrix. Individual faculty members serving as Directors report to an academic department.

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**Director of Office of Experiential Learning** reports to the Department Head for Pharmacy Practice. This person directs and is responsible for all activities within the school's Office of Experiential Learning. The Office of Experiential Programs is responsible for the recruitment, maintenance, and evaluation of experiential training sites, advisement of students on rotation selection and procedures, scheduling of experiential rotations. This office is also involved with the recruitment of external clinical faculty and with their training. The office works closely with the Alabama Board of Pharmacy in helping students comply with licensing requirements. This individual is the overall course coordinator for all experiential courses in professional degree program, supervises the Director of Introductory Experiential Programs, and other staff of the OEL, and servers as the point person for experiential coursework as related to other courses in the curriculum.

This individual is responsible for the supervision of the content and delivery of all preceptor and student training regarding experiential education courses. This individual acts as an advisor to the Committee on Academic Requirements & Professionalism (CARP) and other committees, departments, or organizations which make decisions regarding student pharmacist behaviors/problems while in experiential education courses. The Director of the Office of Experiential Learning has responsibilities in the Experiential Program through the following activities: registration of student pharmacists in advanced pharmacy practice experience coursework (APPE's); handling petitions for changes in APPE's; communicating policies and procedures and coordinating the collection and organization of pre-clinical requirements for introductory pharmacy practice experiences (IPPE's), experiential interprofessional education (IPE) and APPE's; and, assisting students who encounter difficulty in meeting standards for IPPE's, experiential components of IPE and APPE's.