

# **AUBURN UNIVERSITY**

## **HARRISON SCHOOL OF PHARMACY**

### **ROLES OF OFFICES OF ACADEMIC AND STUDENT AFFAIRS; CURRICULUM AND ASSESSMENT**

*Reviewed Aug. 31, 2015*

#### **Office of Academic and Student Affairs**

The Office of Academic and Student Affairs is responsible for all aspects of academic and student life for the School of Pharmacy. The office is responsible for processing applications for admission, facilitating the work of the admissions committee, recruitment of prospective students, academic advising and counseling services. It is also responsible for supporting the work of faculty committees addressing academic requirements and professionalism. All functions within this office respond to the Associate Dean for Academic and Student Affairs.

#### **Office of Post-Graduate Education**

The Office of Post-Graduate Education is responsible for the Harrison School of Pharmacy's continuing professional education programs including the Non-Traditional Doctor of Pharmacy Program. The Office is under the direction of the Associate Dean for Curriculum and Assessment, and interfaces with the Professional Education Committee - Subcommittee 4, which is responsible for the development of educational offerings. This office is also responsible for planning school events (i.e. retirements, graduation, etc.) This responsibility is under the direction of the Director of Administration, Business and Finance.

#### **Office of Teaching, Learning and Assessment**

OTLA is responsible for the comprehensive assessment of all of the School's academic programs. It is staffed by a Director and support staff. OTLA provides both intensive and extensive faculty development and assist faculty in developing personal teaching and assessment skills.