



# **Operating Guidelines and Procedures School of Pharmacy Bylaws**

Amended and Approved by Faculty on June 6, 2012  
Amended and Approved by Faculty on April 17, 2018 and October 8, 2018

## **Preamble**

The School of Pharmacy at the Lebanese American University (LAU) strongly supports the LAU mission, vision, and values.

## **Mission of the Lebanese American University**

LAU is committed to academic excellence, student centeredness, civic engagement, the advancement of scholarship, the education of the whole person, and the formation of leaders in a diverse world.

## **Mission of the School of Pharmacy**

The Lebanese American University School of Pharmacy prepares students to become leaders in the profession who are entrusted with the highest academic, professional, and ethical standards. School graduates will practice pharmacy in various settings, optimize patient care through interprofessional collaboration, and undertake scientific pursuits. The school accomplishes its mission through excellence in education, innovation in research, and dedication in serving the profession and community.

## **Article I. Name**

The name of the body constituted in this document shall be the Faculty of the LAU School of Pharmacy.

## **Article II. Faculty Membership, Tracks, and Voting Eligibility**

### **Membership**

Faculty members are composed of Professors, Associate Professors, Assistant Professors, and Instructors/Lecturers who hold full time, part time, or adjunct appointment in the School of Pharmacy. This includes faculty members in the Clinical Track with the term "Clinical" preceding their rank.

## **Faculty Tracks**

Faculty at the School of Pharmacy shall be appointed to one of the following tracks (Refer to the LAU Faculty Handbook for details and updates):

- Tenure track for full time teaching Faculty at the School of Pharmacy holding a PhD terminal degree with a rank of Instructor; Assistant Professor; Associate Professor; or Professor.
- Clinical tenure-track and non-tenure track faculty for full time teaching Faculty at the School of Pharmacy with a PharmD, and/or terminal degree with a rank of Clinical Instructor; Clinical Assistant Professor; Clinical Associate Professor; or Clinical Professor.
- Part time Faculty.
- Adjunct Faculty.
- Visiting Faculty.
- Research Faculty.

## **Voting Eligibility**

The voting membership of the Faculty shall consist of all those holding only full time appointments at the rank of Instructor/Clinical instructor and above. Part time, Adjunct, Visiting, and Research Faculty may attend and participate in Faculty meetings but without vote.

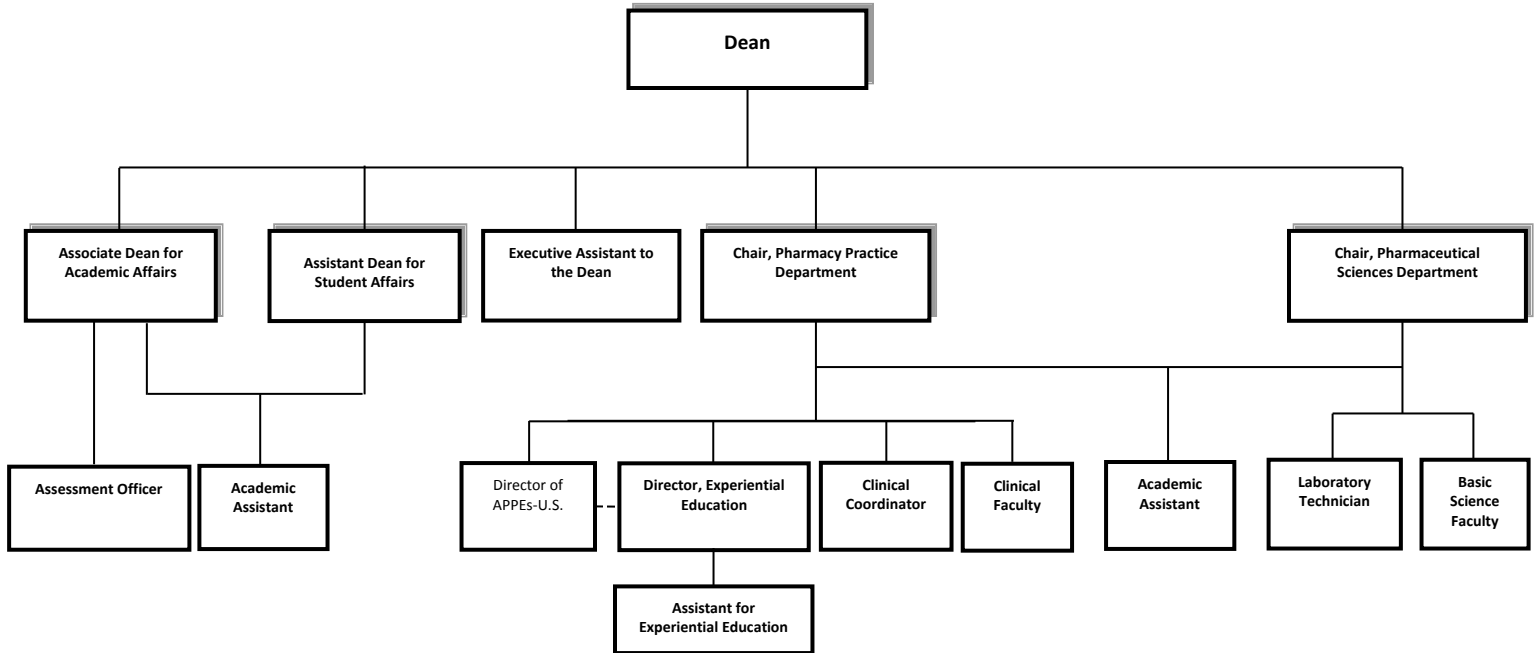
## **Article III. Governance and Organization**

The School of Pharmacy is an autonomous unit within LAU. It includes two departments: Pharmacy Practice and Pharmaceutical Sciences. The two departments operate within the School goals and objectives to serve the mission and vision of the School. The Dean, Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Department Chairs, and Director of Experiential Education are the School administrators. The Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Chairs, and the Director of Experiential Education all report to the Dean. Each of the administrators has a defined line of authority, duties, and responsibility as detailed in their respective job descriptions (Appendix A: Job Descriptions of the School of Pharmacy Administrative Officers). An Executive Assistant is assigned to the Dean and Academic Assistants are assigned to the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, and Chairs (Appendix B: Job Descriptions of the Executive Assistant and Academic Assistants for the School of Pharmacy).

The Dean is the Chief Executive and Academic officer of the School. The Associate Dean for Academic Affairs oversees the School curriculum development, review, and implementation; program evaluation and assessment; development and implementation of Faculty mentoring and development programs; and adherence and compliance with the Standards and Guidelines of the Accreditation Council for Pharmacy Education (ACPE). The Assistant Dean for Student Affairs is responsible for disseminating information regarding the academic rules and regulations, registration, advising, monitoring students' progress, course transfer and financial aids. Chairs are in charge of the operation of their respective department and enhancements of research and scholarly activities. The Chair of the Department of Pharmacy Practice and the Director of Experiential Education coordinate all aspects of Experiential Education. The Chair of the Department of Pharmaceutical Sciences is in charge of the School of Pharmacy Research Laboratories. Each Faculty shall be a member of one department and reports directly to the Chair of that department.

The following organizational chart summarizes the organization of the School of Pharmacy:

### School of Pharmacy Organizational Chart



APPEs: Advanced Pharmacy Practice Experiences.

## Article IV. Faculty Duties and Jurisdiction

### General Duties

- The primary duty of LAU Faculty is to serve the students entrusted to them by giving them the best educational experience possible within the constraints of the resources available.
- In accordance with the LAU bylaws, Faculty members shall be responsible to the Board of Trustees through the Chairs, Academic School Deans, Provost, and President for the academic standards and program of the University.

### Service Duties

- Faculty members shall have an active role in University and Campus councils, and the School of Pharmacy councils and committees (Refer to the LAU standing University and Campus councils for a complete list, and the School of Pharmacy councils and committees as detailed in Article VI below).
- Each Faculty member shall be a member of at least one School committee.
- Each Faculty member shall commit to implementing the School of Pharmacy Assessment and Evaluation plans.

## **Educational Duties**

- Faculty members shall assume responsibility for keeping themselves abreast of the recent developments in their respective disciplines, and shall develop innovative teaching and learning programs and research initiatives.
- Faculty members through various councils and committees shall share responsibility for curricular programs, admissions and graduations requirements, the awarding of degrees, and the co-curricular activities of the School of Pharmacy within the framework of LAU bylaws, the policies of the Board of Trustees and the guidelines established by the chartering agency, the Board of Regents of the University of the State of New York, and the appropriate regulatory and accrediting bodies.
- Faculty members shall, by majority vote, make unbinding recommendations to the Dean.
- Faculty members shall participate in University governance through representation in the Faculty Senate with at least one representative from each department (Refer to Faculty Senate Bylaws).

## **Article V. Meetings and Procedures**

### **General Faculty Meetings**

- Meetings Schedule

Meetings of the Faculty shall be called by the Dean and are held at least once per Fall and Spring semesters. Ad hoc meetings may be called by the Dean or 50% of eligible voting Faculty members. The meeting time, date, and agenda shall be announced by the Dean at least two weeks in advance of the meeting, except in cases of emergency. Faculty members will be invited to add items to the agenda at least one week prior to the meeting.

- Voting Policies

All full time Faculty members must attend general Faculty meetings unless formally excused by the Dean. A quorum (the minimum number of Faculty members that must be present for conducting business) will consist of at least 50% of the eligible voting Faculty members of the School. When a vote is taken, approval requires majority (more than 50%) of those Faculty present, excluding the Dean who may vote to break a tie. Voting shall be by show of hands, or by paper ballot upon the request of at least five eligible voting members. Proxy votes are not allowed. Individuals eligible to vote must be full time Faculty members. Part time Faculty members may attend and participate in general Faculty meetings, but without vote.

- Conduct of Meetings

The Dean presides over Faculty meetings. In the event the Dean cannot be present at the meeting, the Associate Dean for Academic Affairs, or Assistant Dean for Student Affairs, or a Department Chair shall preside over the meeting. Information pertaining to curriculum bylaws, rules and academic regulations must be distributed in final form to Faculty at least 10 working days prior to vote whereas, information pertaining to other issues must be distributed in a final form at least three working days prior to vote. Minutes of the meeting will be circulated to Faculty members within two weeks after the meeting. Correction of minutes if needed and approval will occur in the next Faculty meeting. The approved minutes will be retained on file in the Dean's office. All meetings will be conducted according to the latest edition of Robert's Rules of Order.

## **Department Meetings**

The policies for general Faculty meetings will apply to departmental Faculty meetings. The department Chair shall preside over the departmental meetings. The number and frequency of departmental meetings shall be determined by the Chair after consultation with the Faculty members of their department. When voting, the Chair may vote to break a tie.

## **Article VI. Councils and Committees**

Full time Faculty will participate in the policy and decision making processes within the School through their participation in Faculty and departmental meetings and serving on School councils and committees.

Faculty members shall elect in a staggered manner each year the membership of standing committees (except for the Peer Review Committee) by voting on a list of nominees submitted to them by the Dean. In addition, students representatives elected each year by their respective classes shall become members of standing committees wherever applicable. All School standing councils and committees are advisory to the Dean. All approved minutes of all School council and committee meetings shall be forwarded to the Executive Assistant to the Dean for proper filing and storage.

### **Staggered Appointment to School Councils and Committees**

After three years of their election, one-third of committee members will be changed. The committee chair and secretary will be excluded from the staggering process and will serve a two-year term and shall stay as members for one additional year. All necessary actions shall be taken by the outgoing and incoming committee chair to ensure a smooth transition of responsibilities including but not limited to complete sharing of all past committee-related documents and minutes.

### **Standing Councils and Committees**

School standing councils and committees are permanent committees that are advisory to the Dean and Faculty. A subcommittee is a subdivision of the main committee whose members are subset of the larger committee and to whom work is delegated for specific purpose and functions and report directly to the main committee. Any amendment of these bylaws or to include new councils or committees or to exclude any current councils or committees need the same approval process required for adoption and amendment of said bylaws as discussed in Articles XI, XII, and XIII. The following is the description of the School standing councils and committees.

#### **1. Academic Council**

##### **Membership**

It shall consist of the Dean who chairs the Committee, Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Department Chairs, Director of Experiential Education, and two (2) elected Faculty members including one (1) from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences), at the level of Associate/Clinical Associate Professor rank or higher. Upon the recommendations of the Dean, the Academic Council could deviate from the above membership

due to Faculty availability restrictions and may include a Faculty member at the Assistant/Clinical Assistant Professor rank as appropriate.

### **Duties**

The School Academic Council is the highest executive and governing body of the School of Pharmacy. Its main duties are to:

- Provide oversight and direction to the School.
- Ensure the program's adherence to the School's mission.
- Advocate the School's strategic plan.
- Act on matters of Faculty, students, appointments, contracts, and agreements.
- Formulate instructional and educational policies with the input and contribution of Faculty, students and other stakeholders.
- Assist the Dean with the School's administrative functions.
- Serve as an advisory committee to the Dean.
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

### **Meetings Schedule**

Once a month and as needed when called by the Dean.

### **Reporting**

To the Dean.

## **2. Peer Review Committee**

### **Membership**

It shall consist of three (3) Faculty members, including the committee chair, at the level of promotion being considered or higher. The Peer Review Committee for promotion to the rank of Associate/Clinical Associate Professor and tenure shall be composed of tenured Faculty at the rank of Associate/Clinical Associate Professor, and of members at the rank of Professors/Clinical Professors for promotion to the rank of Professor/Clinical Professor. Members of the Peer Review Committee shall be appointed on ad hoc basis by the Dean following consultation with the School's senior Faculty of said department and the candidate's department Chair. The Peer Review Committee shall have at least one representative from each School department. The committee chair should preferably be from the candidate's department. The School's academic administrators will not be typically members of the Peer Review Committee. However, if it is necessary to include an academic administrator (e.g., due to limited pool of eligible internal Faculty and/or to fulfill the appointment level and departmental affiliation committee composition guidelines), the following provision shall apply: whenever an academic administrator reviews and makes a recommendation on the promotion file of a Faculty member, he/she shall not participate in the School Peer Review Committee's discussions of the Faculty member's promotion file. Upon the recommendations of the Dean, the Peer Review Committee could deviate from the above membership due to operational restrictions and may include LAU Faculty from outside the School of Pharmacy as appropriate (e.g., limited pool of eligible internal Faculty), at the level of the promotion being considered or higher. The appointment of members to the Peer Review Committee from outside the School of Pharmacy shall be done in consultation with the concerned Dean(s). Candidates for promotion and tenure shall

not serve as members of the Peer Review Committee during the period of time when their candidacy is under consideration.

#### **Duties**

- Guide the review process of the candidate and ensure that the candidate's file is complete. Additional documents may be requested from the candidate and/or the department Chair to complete the candidate's application file.
- Select external reviewers as follows: one (1) reviewer selected by the Dean from the list of three (3) reviewers submitted by the candidate; one (1) reviewer selected by the Dean from the list of three (3) reviewers submitted by the candidate's department Chair (or by the Associate Dean for Academic Affairs, if the candidate is the Chair); and at least one (1) reviewer selected by the Peer Review Committee. Current and past research collaborators (within the last five years preceding the application for promotion) cannot be named as external reviewers.
- Contact reviewers to determine their willingness to provide a fair and timely review, then send to reviewers official written requests along with the candidate's review packets for written peer evaluation review of the candidate's file.
- Collect, organize, review, and discuss all material gathered of the candidate's promotion review application, and summarize the candidate's strengths and weaknesses in the main areas of evaluation: teaching, research, service, and leadership using the School's approved promotion criteria according to the specified timeline for the promotion process.
- Submit a written recommendation to the Dean regarding the promotion decision considered.
- Upon request by the Dean, the Chair of the Peer Review Committee, in the presence of the candidate's department Chair, will present in person a summary of the Peer Review Committee's discussions and recommendations (candidate's file should be made available at the time) and answer any questions. The Dean will thereafter discuss in a closed session the promotion application and the Peer Review Committee recommendations with the candidate's Department Chair. If the candidate for promotion is the department Chair, he/she shall not contribute to their promotional review process or discussions during the period of time in which their candidacy is under consideration. The Dean will submit the recommendations to the University Promotion Committee.

#### **Notes**

- The Peer Review Committee shall proceed and execute its duties in a timely manner according to the specified timeline for the promotion process.
- The membership of the Peer Review Committee shall remain strictly confidential.
- All candidate's material, discussions, and minutes shall be handled with utmost confidentiality and privacy, and shall not be made public at any time by any way or means.
- All candidate's written material and related discussions, minutes and decisions shall be filed in the Dean's office.
- All reviewers' comments will become part of the candidate's file.
- The candidate will not have access to internal and external peer evaluations.

#### **Meetings Schedule**

Ad hoc when called by the Dean and/or committee chair.

### **Reporting**

To the Dean who will present the recommendations of the Peer Review Committee to the University Promotion Committee.

## **3. Curriculum Committee**

### **Membership**

It shall consist of the Department Chairs (i.e., Pharmacy Practice and Pharmaceutical Sciences) as standing members, two (2) elected members from each department, two (2) selected adjunct Faculty members [one (1) from the clerkship sites in Lebanon and another one (1) from clerkship sites in the US) without vote], and one (1) student representative from the pharmacy professional year IV without vote. The Associate Dean and Dean serve as ex officio members. One (1) of the elected Faculty members shall also serve as a liaison on the School Assessment and Evaluation Committee. One committee member shall be elected to represent the School on the University Curriculum Council. Committee members may determine the suitability of adding ad hoc other members who are deemed vital to the functioning of the committee. These may include postgraduate student, resident, or research fellow; and a University-based curricular advisor.

### **Duties**

- Review periodically and systematically the curriculum to assess curricular outcomes following the School's Strategic and Assessment and Evaluation plans.
- Suggest and support the implementation of curricular changes based on the Assessment and Evaluation Committee recommendations and curricular mapping.
- Review for action new and revised course syllabi.
- Review and develop policies related to curricular matters.
- Explore and promote innovative teaching methods and learning opportunities to enhance teaching and learning effectiveness.
- Disseminate information to Faculty about curricular matters.
- Oversee the functions of the related Curriculum-affiliated Subcommittees (e.g., Experiential Education Committee; Therapeutics Subcommittee) and Task Forces.
- Assist in the development of new degrees and training programs.
- Oversee the implementation of all curricular matters in compliance with the Accreditation Council for Pharmacy Education (ACPE) Standards and Guidelines related to the curriculum.
- Contribute to the preparation of the ACPE Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

### **Meetings Schedule**

Once a month and as needed when called by the committee chair.

### **Reporting**

To the Associate Dean for Academic Affairs.

## **4. Experiential Education Committee**

### **Membership**

It shall consist of the following standing members:

- Director of Experiential Education (DOEE) who chairs the committee.



- Course coordinators of the Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). The DOEE is the APPE coordinator.
  - Academic assistant to experiential education who shall serve as committee secretary.
  - One elected IPPE preceptor with community pharmacy practice expertise.
  - One elected IPPE preceptor with hospital pharmacy practice expertise.
  - One elected APPE preceptor.  
[One (1) of the above elected Faculty members shall also serve as a liaison on the School Curriculum Committee].
  - Associate Dean for Academic Affairs and Chairperson of Pharmacy Practice serve as *ex officio* members.
  - Two (2) selected adjunct faculty members [one (1) from the clerkship sites in Lebanon and another one (1) from clerkship sites in the US– without vote.
  - One (1) selected student representative from the pharmacy professional year IV– without vote.
- Committee members may determine the suitability of adding ad hoc other members who are deemed vital to the functioning of the committee.

#### **Duties**

- Develop and coordinate the experiential education activities throughout the program.
- Review periodically and systematically the experiential curriculum
- Review, propose and develop new elective advanced pharmacy practice experiences
- Review and update periodically the experiential assessment tools
- Propose and assist in the implementation of preceptor development initiatives
- Implement the recommendations of the Assessment and Evaluation Committee in relation to Experiential Education.
- Ensure the compliance of the experiential education program and activities with the Accreditation Council for Pharmacy Education (ACPE) Standards and Guidelines.
- Contribute to the preparation of the ACPE Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

#### **Meetings Schedule**

Monthly, and as needed when called by the Committee chair.

#### **Reporting**

To the Associate Dean for Academic Affairs.

### **5. Assessment and Evaluation Committee**

#### **Membership**

It shall consist of the Associate Dean for Academic Affairs as a standing member, two (2) elected members from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences), one (1) assessment officer, and one (1) student representative from the pharmacy professional program without vote. One (1) of the elected Faculty members shall also serve as a liaison on the School Curriculum Committee. Committee members may determine the suitability of involving ad hoc a University-based assessment and evaluation advisor and Alumni representative who are deemed vital to the functioning of the committee.

### **Duties**

- Organize, structure, and evaluate systematically and sequentially all School assessment activities in coordination with School Faculty and administrators.
- Coordinate the committee's activities for the School curricular evaluation and assessment with the School Curriculum Committee.
- Establish and communicate to faculty a realistic timetable for implementing and reporting the findings of all School evaluation and assessment plans.
- Develop and carry out assessment activities to collect information about the attainment of desired student learning outcomes.
- Identify and employ valid and reliable measures systematically and sequentially throughout the professional degree program.
- Report the analysis of assessment measures to concerned parties for continuous improvement of the curriculum and the achievement of the professional competencies.
- Provide support in assessing components of the School strategic plan.
- Provide support for faculty members and administrators in assessment and evaluation of desired educational and administrative outcomes.
- Contribute to the preparation of the ACPE Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

### **Meetings Schedule**

Once a month and as needed when called by the committee chair.

### **Reporting**

To the Associate Dean for Academic Affairs.

## **6. Admissions Committee**

### **Membership**

It shall consist of six (6) Faculty members including three (3) Faculty members from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences) of whom five (5) are elected members and the Assistant Dean for Students Affairs is a standing member who chairs the committee. Membership will also consist of one (1) elected student representative from the pharmacy professional year I without vote and one (1) elected student representative from the pharmacy professional year IV without vote. One committee member shall be elected to represent the School on the University Admissions Council. Committee members may determine the suitability of adding ad hoc other members who are deemed vital to the functioning of the committee.

### **Duties**

- Generate and implement terms and conditions for admissions into pharmacy professional years I and IV.
- Review all applications and oversee all matters related to admission and readmission into pharmacy professional years I and IV.
- Generate guidelines to support the admissions into the pre-pharmacy program.
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

**Meetings Schedule**

Once a month and as needed when called by the committee chair.

**Reporting**

To the Dean.

**7. Accreditation Steering Committee****Membership**

It shall consist of the School of Pharmacy Associate Dean for Academic Affairs who chairs the committee, Assistant Dean for Students Affairs, Department Chairs (i.e., Pharmacy Practice and Pharmaceutical Sciences), chair or member of the Curriculum Committee, chair or member of the Assessment and Evaluation Committee, Director of Experiential Education, one (1) elected Faculty member from each department, one (1) assessment officer, one (1) academic assistant without vote, and one (1) elected student representative from the pharmacy professional year II and above without vote. Committee members may determine the suitability of adding ad hoc other members and/or creating sub-committees and task force groups that are deemed necessary to the functioning of the committee and for the preparation of the Interim and Self-Study accreditation reports.

**Duties**

- Ensure the School and PharmD program compliance with the Accreditation Council for Pharmacy Education (ACPE) Standards and Guidelines.
- Plan, organize, generate, and coordinate the preparation of the ACPE Interim and Self-Study Reports.
- Prepare and coordinate the ACPE site visitations.
- Communicate as necessary with the School stakeholders any changes to the ACPE Standards and Guidelines.

**Meetings Schedule**

Once a month and as needed when called by the committee chair.

**Reporting**

To the Dean.

**8. Research Committee****Membership**

It shall consist of five (5) elected Faculty members, with at least one (1) elected Faculty representative from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences) at the School of Pharmacy. Membership shall reflect the scope of research activities within the School of Pharmacy with appropriate representation of Faculty members who have established record of research and scholarly activities. At least one (1) committee member shall be at the Full Professor/Clinical Professor rank and another one (1) member at the Associate/Clinical Associate Professor rank with good scholarly record. One committee member shall be elected to represent the School on the University Research Council. Committee members may opt to involve additional ad hoc members for further guidance and recommendations when deemed necessary. These may include graduate and/or postgraduate students, residents, research fellows, research coordinators or assistants, or a University-based research advisor.

### **Duties**

- Implement and disseminate policies and procedures to promote, evaluate, and develop School-based research.
- Implement policies and procedures to manage School research grants and funds.
- Identify research needs and provide guidance to Faculty and students to initiate and complete research projects.
- Review and approve students' research projects within relevant undergraduate and graduate courses.
- Review School Faculty applications for grants related to research, summer research travel, meetings travel, workshops and training programs, and manuscript publication fees.
- Promote Faculty self-development through research-related workshops and training activities in coordination with other School's Faculty research development initiatives in coordination with the University Research Council and the Faculty Professional Development Committee.
- Periodically update Faculty on funding opportunities
- Coordinate the Committee's duties as necessary with and in accordance to the University Institutional Review Board (IRB).
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

### **Meetings Schedule**

Once a month and as needed when called by the committee chair.

### **Reporting**

To the Dean.

## **9. Faculty Professional Development Committee**

### **Membership**

It shall consist of the Associate Dean for Academic Affairs as standing member, two (2) elected Faculty members including one (1) member from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences), two (2) selected adjunct Faculty members [one (1) from the clerkship sites in Lebanon and another one (1) from clerkship sites in the US) without vote], and an Academic Assistant. One (1) Faculty member shall be at the Assistant/Clinical Assistant Professor level, and one (1) Faculty member shall serve as a liaison on the School's Research Committee.

### **Duties**

- Identify the professional development needs for Faculty and preceptors.
- Advocate for professional opportunities to support the life-long learning of Faculty and preceptors.
- Develop and provide effective continuing education activities.
- Develop effective procedures and approaches to facilitate and enhance the planning, delivery, and evaluation of Faculty and preceptors development programs.
- Contribute to inter-professional development.
- Collaborate with professional societies in organizing continuing professional programs for pharmacists in Lebanon.

- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

#### **Meetings Schedule**

Once a month and as needed when called by the committee chair.

#### **Reporting**

To the Associate Dean for Academic Affairs.

### **10. Events Committee**

#### **Membership**

It shall consist of the Assistant Dean for Student Affairs, Director of Experiential Education, and student chair of the pharmacy students' society (No Apathy Pharmacy and Health Awareness Student Society-NAPHASS) without vote as standing members, one (1) elected Faculty member from either department (i.e., Pharmacy Practice or Pharmaceutical Sciences) to ensure adequate departmental representation, one (1) academic assistant, and one (1) student representative without vote who is selected from the class representative students group. Committee members may determine the suitability of involving ad hoc members who are deemed vital to the functioning of the committee.

#### **Duties**

- Develop an event calendar for the School.
- Arrange and coordinate the School's social and professional event venues and schedules.
- Plan and organize the logistics of the School annual events including but not limited to the White Coat Ceremony; PharmD Hooding Ceremony; and End-of-Year gala dinner.
- Plan the pharmacy students' society (e.g., NAPHASS), Pharmacy Week events, and other activities aiming at increasing public and health awareness.
- Maintain and reconcile the Entertainment and Public Relation School budget.
- Explore external sources of financial support, sponsorship, and bid proposals for School events in collaboration with the University Hospitality Department.
- Prepare and call for students and faculty award nominations.
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

#### **Meetings Schedule**

Once a month and as needed when called by the committee chair.

#### **Reporting**

To the Dean.

## 11. Student Grievance Committee

### Membership

It shall consist of the Assistant Dean for Students Affairs and the Associate Dean for Academic Affairs as standing members, one (1) elected Faculty member from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences), and one (1) elected student representative from the pharmacy professional year IV without vote. The Assistant Dean for Student Affairs chairs the committee. Committee members may determine the suitability of adding ad hoc other members such as Department Chair and/or University-based individuals who are deemed vital to the functioning of the committee.

### Duties

- Address disputes that arise between students, and students and Faculty.
- Hear testimony and review information regarding students who have been accused of violating the University Student Code of Ethics and the Student Code of Conduct.
- Settle grievances according to LAU Student Grievance Procedures, Student Code of Conduct, and Student Code of Ethics.

### Meetings Schedule

As needed when called by the committee chair.

### Reporting

To the Dean.

## 12. Advisory Council to the Dean

### Name

As the name indicates, the Council is an advisory entity whose mission is to provide support and advice to the Dean of the LAU School of Pharmacy in achieving its goals.

### Purpose and Responsibilities

The objectives of the Advisory Council are to:

- Lend support to the School in achieving its mission and strategic plans.
- Assist the Dean in fundraising efforts that help to augment the School progress.
- Make suggestions as to the preparation of the students to be competent pharmacists capable of providing patient care to the people of Lebanon and the region.
- Work with the Dean on communicating the good image of the School of Pharmacy to the business world, pharmaceutical industry, government agencies, and the public at large.
- Be a link between the School and alumni as well as health care associate government agencies and industry to support Faculty development.
- Present ideas concerning future expansion of the program.

### Members

#### Section A – Composition

The Advisory Council shall be composed of a minimum of eight (8) prominent members in their respective fields, as follows: one practicing physician; two pharmacists from different pharmacy practice backgrounds (e.g., hospital, clinical, community, or industry); one representative of the

Lebanese Order of Pharmacists; one LAU pharmacy alumni member; at least two members from the Business community/Government agencies/Industry; and the Dean of the School of Pharmacy.

#### Section B – Appointments

The Dean of the School of Pharmacy, after consultation with the School Academic Council shall recommend the names to the President for appointment. Members are nominated on the basis of qualities of leadership, interest in and commitment to the welfare of the School, interest in higher education, recognized high integrity, demonstrated good judgment, ability to render sound advice, willingness to accept responsibility, and ability to assist in the advancement of the School of Pharmacy.

#### Section C - Duration of the Appointment

Members shall be appointed for a three-year term renewable. In case of extenuating circumstances, a member may choose not to serve on the Council by notifying the Dean of the School of Pharmacy of his/her desire.

#### Section D - Filling of vacancies

In the event that a member position becomes vacant, the Dean, as described in article III section B, shall recommend a replacement to fill the vacant position for the remainder of the term.

### **Officers**

#### Section A – Officers

The officers shall be a chair and a secretary.

#### Section B – Election of the Officers

The officers shall be elected at the first meeting of the Advisory Council by members present at the meeting.

#### Section C – Term of Office

- Officers shall be elected to serve for a two-year term.
- Officers shall serve no more than two consecutive terms in the same office.
- An officer shall become eligible for re-election to the prior office four years after end of service.

#### Section D – Responsibilities of the Officers

The chair's duties shall be to:

- Preside at all meetings of the Advisory Council.
- Work with the Dean in formulating the agenda for the meetings.
- Cast the deciding vote to break a tie.
- Appoint in consultation with the Dean a member to perform the duties of the chair in his/her absence. This member shall act as per the power delegated to him/or her by the chair.

The secretary's duties shall be to:

- Keep record of minutes of all meetings.
- Maintain an accurate record of members' current contact information.
- Distribute minutes of meetings and copies of other related documents to members, officers, and others.
- Keep record of membership duration.

- Send copies of minutes and records after approval by the Advisory Council members to the office of the Dean of the School of Pharmacy where a permanent record file shall be kept.

#### Section E – Vacancies and Resignations - Term of Office

In case of extenuating circumstances, an officer may choose to resign by notifying the Dean of his/her desire.

#### Section F – Filling of Vacancies

In the event that the position of an officer becomes vacant, the Advisory Council shall elect a member to fill the vacant position for the remainder of the term.

### **Meetings**

#### Section A – Regular Meetings

The Advisory Council shall meet at least once per year.

#### Section B – Special Meetings

Special meetings shall be called for at any time by the chair.

#### Section C – Method of Notification

Notification of all meetings shall consist of notices sent by the secretary at least one month prior to the date of the meeting.

#### Section D – Quorum

A quorum shall consist of majority of Council members.

#### Section E – Meeting Procedure

Agenda items for all meetings shall be sent to all Advisory Board members at least one month in advance of each meeting. Minutes of each meeting shall be recorded in writing by the secretary of the Advisory Council. Two weeks after circulation of the minutes to the Advisory Council members, members are kindly requested to communicate with the secretary for any comment they wish to make and to approve the minutes. The meeting shall be conducted in accordance with the latest edition of Robert's Rules of Order.

### **Amendment of Bylaws**

Any recommendations for amendments and changes of the bylaws will require approval of the Dean, Provost and the President.

## **13. Library and Educational Resources Faculty Liaison**

### **Membership**

It shall consist of one (1) elected Faculty member who will serve as a liaison to the libraries for a three (3)-year term. The liaison person shall represent the School on the University Library and Information Resources Council.

### **Duties**

- Serve as a liaison between the School's Faculty and LAU library and other affiliated libraries by communicating and coordinating with the librarians for the acquisition, availability, and needs of educational resources for Faculty.



- Represent the School on the University Library and Information Resources Council (ULIRC).
- Introduce and update Faculty on library resources.
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.

### **Reporting**

To the Dean.

## **14. Ad hoc Committees**

As the need for special ad-hoc committees arises, such committees shall be appointed by the Dean with concurrence of the Faculty members. Ad-hoc committees shall be dissolved when their assignments have been completed.

## **Article VII. Student Grievance Procedures**

The School of Pharmacy adheres to the LAU Student Grievance Procedures:

[http://www.lau.edu.lb/about/governance-policies/procedures/student\\_grievance\\_procedures.pdf](http://www.lau.edu.lb/about/governance-policies/procedures/student_grievance_procedures.pdf)

## **Article VIII. Student Code of Ethics**

The School of Pharmacy adheres to the LAU Student Code of Ethics:

[http://www.lau.edu.lb/governance-policies/policies/code\\_of\\_ethics.pdf](http://www.lau.edu.lb/governance-policies/policies/code_of_ethics.pdf)

## **Article IX. Student Code of Conduct**

The School of Pharmacy adheres to the LAU Student Code of Conduct:

[http://www.lau.edu.lb/about/governance-policies/policies/student\\_code\\_of\\_conduct.pdf](http://www.lau.edu.lb/about/governance-policies/policies/student_code_of_conduct.pdf)

## **Article X. Faculty Grievance Council**

The School of Pharmacy adheres to the LAU Faculty Grievance procedures:

<http://www.lau.edu.lb/about/governance-policies/procedures/faculty-grievance-procedures.pdf>

## **Article XI. Amendments or Repeal of Bylaws**

These bylaws may be amended at any meeting of the Faculty where a quorum is present by a two-thirds vote of the voting members present, provided written notice of the amendment with an accompanying statement of the purpose and effect was distributed to each member of the Faculty at least fourteen days prior to the meetings at which amendment is to be moved, or provided the motion was originally presented at a preceding meeting of the Faculty. No change in the Bylaws shall be made that shall be in conflict with the Bylaws, regulations and legislative rulings of the University and the University Faculty Senate.

## **Article XII. Approval of the Bylaws**

The Bylaws shall be considered legal after approval by a two-third majority of members of the Faculty and by the Dean, Provost, and the President. Final approval of the bylaws or of the amendments of the bylaws should be affirmed by the Vice President for Academic Affairs, and the President, in order to become effective.

## **Article XIII. Conflict or Contradiction to Bylaws**

School operations are governed by School bylaws. Whenever there is conflict or contradiction between any of the School and University Faculty bylaws, the University Faculty bylaws take precedence and the contradicting part in the School bylaws will be deemed null and void.

## **Appendix A: Job Descriptions of the School of Pharmacy Administrative Officers**

### **Dean – Job Description**

The Dean is the Chief Executive officer of the School. The Dean is responsible for implementing and maintaining the highest academic and ethical standards in accordance with the American Standards of Higher Education. The Dean shall be an ex-officio member of all School councils and committees and shall be a member of the Council of Deans.

#### **Duties and Responsibilities**

The Dean shall assume the following duties and responsibilities:

- Provide leadership and effective management to implement and realize the academic mission and the Strategic Plan of the School.
- Supervise Department Chairs, Associate and Assistant Deans and administrative staff, and maintains oversight of all programs at the School.
- Recommend to the Provost the appointment of the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Department Chairs, and Directors in accordance with the School bylaws.
- Recommend to the Provost all Faculty appointments and promotions in accordance with the School bylaws.
- Appoints members of Standing Committees based on Faculty nominations, elections, and/or recommendations by the School Academic Council.
- Enforce all rules and regulations of the School and implement all University policies and procedures.
- Manage the School budget and resources and prepare a yearly budget that adequately meets the needs of the School.
- Preside over general Faculty meetings.
- Serve as the official representative of the School.
- Prepare with Faculty all Interim reports and Self-study to the Accreditation Council for Pharmacy Education.
- Serve as a standing member of the Joint Superior Committee (JSC) at the University Medical Center-Rizk Hospital (UMC-RH).

#### **Reporting**

To the Provost.

## **Associate Dean for Academic Affairs – Job Description**

The Associate Dean for Academic Affairs participates in the overall guidance and administration of the School, in addition to teaching, scholarship and service responsibilities.

### **Duties and Responsibilities**

The Associate Dean for Academic Affairs shall assume the following duties and responsibilities:

- Oversee and enforce with the Dean the academic standards and guidelines as stated by the Accreditation Council for Pharmacy Education (ACPE).
- Work with the School Dean and Faculty on fulfilling the School mission and on developing and implementing its strategic plan.
- Oversee and implement with the Dean the School assessment and evaluation plan.
- Work collaboratively and coordinate with the Dean, Assistant Dean for Student Affairs, and Department Chairs to ensure implementation of the University and School policies and decisions.
- Chair the Accreditation Steering Committee.
- Contribute to the preparation of the Accreditation Council for Pharmacy (ACPE) interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.
- Develop and implement Faculty mentoring and development programs.
- Assist in developing, maintaining, and updating Pharmacy Students and Faculty manuals.
- Represent the School at professional meetings and events as coordinated with and assigned by the Dean.
- Serve on assigned School and University councils and committees.
- Represent the School on selected University, national and international committees and associations as coordinated with and assigned by the Dean.
- Supervise the administrative personnel assigned to the office of the Associate Dean for Academic Affairs.
- Fulfill other tasks and responsibilities as assigned by the Dean.

### **Reporting**

To the Dean.

## **Assistant Dean for Student Affairs – Job Description**

The Assistant Dean for Students Affairs participates in the overall guidance and administration of the School of Pharmacy, in addition to teaching, scholarship and service responsibilities.

### **Duties and Responsibilities**

The Assistant Dean for Students Affairs shall assume the following duties and responsibilities related to the School of Pharmacy:

- Coordinate with LAU Student Development and Enrollment Management (SDEM) student recruitment, admission, registration, orientation, advising and financial aid.
- Manage student academic progression, petitions, and conduct.
- Organize student elections and student representation on School committees.
- Coordinate student graduation, and student events and activities.
- Assist students in preparation of licensure examinations.
- Work with the Dean, Associate Dean for Academic Affairs, and Department Chairs on all matters relating to the operations of the School and to ensure implementation of the University and School policies and decisions.
- Serve as a liaison between the School and the Registrar, Admissions office, and Financial Aid office, and Student Guidance office.
- Maintain updated the Pharmacy Student Handbook and PharmD Program Manual.
- Chair the School's Admissions Committee.
- Contribute to the preparation of the Accreditation Council for Pharmacy (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.
- Supervise the administrative personnel assigned to the office of the Assistant Dean for Student Affairs.
- Represent the School on selected University and outside committees, organizations and agencies, alumni and students events, and professional meetings as assigned by the Dean.
- Fulfill other tasks and responsibilities as assigned by the Dean.

### **Reporting**

To the Dean.

## **Department Chairs – Job Description**

The Department Chair maintains the administrative responsibilities of the department and contributes to the overall guidance and administrative functions of the School, in addition to teaching, scholarship and service responsibilities.

### **Duties and Responsibilities**

The Department Chair shall assume the following duties and responsibilities:

- Provide vision, academic leadership, supervision, and effective management to department Faculty.
- Supervise academic activities, monitor, and conduct annual evaluations of Faculty performance.
- Assumes responsibility for the academic standards and program of the department and for the professional standards of the teaching and research of department Faculty.
- Make recommendations to the School Dean on Faculty and staff recruitment, promotion, retention, merit, leaves, and termination decisions.
- Provide mentoring, guidance and support to junior Faculty in developing their academic portfolio.
- Manage and monitor Faculty and staff workload.
- Manage and resolve Faculty conflicts.
- Conduct and chair regular department meetings.
- Plan, develop, and oversee the curriculum and scheduling of courses.
- Generate annual reports on the accomplishments, goals, and activities of the department.
- Manage department budget and resources and prepare the department yearly budget in coordination with the Dean.
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators.
- Represent the School on selected University and outside committees, organizations and agencies, alumni and students events, and professional meetings as assigned by the Dean.
- Fulfill other tasks and responsibilities as assigned by the Dean.

### **Reporting**

To the Dean.

## **Director of Experiential Education – Job Description**

The Director of Experiential Education is responsible for developing, managing, and ensuring the quality of all initiatives and programs of experiential education, in addition to teaching, scholarship and service responsibilities.

### **Duties and Responsibilities**

The Director of Experiential Education shall assume the following duties and responsibilities:

- Develop clerkship rotation schedules for students' Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs).
- Conduct regular orientation sessions on students' clerkship placement and their evaluation processes.
- Monitor experiential education sites compliance with the American Association of Colleges of Pharmacy (AACCP) guidelines that pertain to experiential education.
- Assist in recruiting, orienting and guiding preceptors to meet the needs of students' clerkship and learning experiences.
- Assist in managing, updating, and processing agreements between the School and the experiential education sites.
- Identify new and review clerkship training sites and provide them with necessary learning resources to meet curricular needs.
- Maintain electronic databases of IPPEs and APPEs schedules, student information (e.g., background check, immunization records), preceptors, and experiential site evaluations.
- Maintain an up-to-date experiential education manual.
- Generate annual reports on the accomplishments, goals, and activities of experiential education program.
- Prepare and organize the American Health-system Pharmacists (ASHP) clinical skills competition and the ACCP Clinical Pharmacy Challenge.
- Chair the Experiential Education Committee that reports to the Curriculum Committee.
- Serve as a liaison with national and international practitioner organizations related to experiential education.
- Fulfill other tasks and responsibilities as assigned by the Department Chair.

### **Reporting**

To the Department Chair of Pharmacy Practice.

## **Pharmacy Clinical Coordinator – Job Description**

The Clinical Coordinator is primarily responsible for developing and implementing clinical pharmacy services at the Lebanese American University Medical Center-Rizk Hospital (LAUMC-RH), in addition to teaching, scholarship and service responsibilities at the LAU School of Pharmacy (SOP).

### **Duties and Responsibilities**

- Provide leadership for the development, implementation and maintenance of clinical pharmacy services at LAUMC-RH.
- Work collaboratively with the Director of Pharmacy at LAUMC-RH to support the mission, goals and initiatives of the Pharmacy Department.
- Support the advancement of pharmacy and patient care services at LAUMC-RH for the effective delivery of education and training to SOP pharmacy students and residents.
- Assist the SOP Chair of Pharmacy Practice Department in coordinating service coverage of clinical faculty at LAUMC-RH.
- Serve as the point person for the SOP clinical faculty at LAUMC-RH.
- Assist the SOP Director of Experiential Education and Chair of Pharmacy Practice Department in student placement on practice rotations at LAUMC-RH.
- Promote interdisciplinary collaborative practice, education and research between pharmacy and other healthcare professionals.
- Regularly assess clinical pharmacy services at LAUMC-RH and generate annual reports on related activities and accomplishments.
- Serve on select committees and work groups at LAUMC-RH.
- Provide clinical pharmacy services to select patient populations at LAUMC-RH.
- Support the advancement of the SOP mission, goals and accreditation requirements for pharmacy practice at LAUMC-RH.
- Support the collaborative affiliation and working relationships between LAUMC-RH and SOP.
- Facilitate the implementation of new clinical programs at LAUMC-RH and SOP.
- Fulfill other tasks as assigned by the Department Chair and School Dean.

### **Reporting**

To the Department Chair of Pharmacy Practice.



## **Appendix B: Job Descriptions of the Assessment Officer, Laboratory Technician, Executive Assistant and Academic Assistants**

### **Assessment Officer – Job Description**

The Assessment Officer is primarily responsible for coordinating and assisting in the planning and execution of all assessment and evaluation plans and activities of the School of Pharmacy (SOP) in line with the Accreditation Council for Pharmacy Education (ACPE) Standards, the School's curriculum needs, program evaluation, students' learning assessment, and any other quality improvement initiatives.

#### **Duties and Responsibilities**

In coordination with and as guided by the Assessment and Evaluation Committee, the Assessment Officer will:

- Serve as a member of the School Assessment and Evaluation Committee and a member of the ACPE Accreditation Steering Committee.
- Structure, coordinate, and follow-up on all School's assessment activities and surveys.
- Identify critical assessment needs, processes, tools and data sources.
- Review and update the assessment instruments and techniques utilized to assess all School assessment components.
- Perform and ensure data entry of assessment activities into the Learning Management System software.
- Perform data analysis, interpret assessment outcome measures, and generate regular reports of assessment data according to a timetable.
- Follow-up on the implementation of action plans related to the assessment and evaluation plans.
- Coordinate the assessment of the PCOA and exit survey.
- Coordinate student, faculty, alumni, employer, and the American Association of Colleges of Pharmacy (AACP) surveys.
- Conduct benchmarking studies with peer institutions on certain activities, programs and resource levels as needed.
- Deal with assessment queries from Faculty and staff.
- Contribute to the generation of assessment-related ACPE Interim and self-study reports.
- Fulfill other tasks as assigned by the Associate Dean for Academic Affairs.

#### **Reporting**

To the Associate Dean for Academic Affairs.

## **Pharmacy Laboratory Technician – Job description**

The School of Pharmacy Laboratory Technician is primarily responsible for maintaining and supporting proper laboratory operations and related teaching activities, and organizing and coordinating School faculty and students' laboratory research.

### **Duties and Responsibilities**

In coordination with and as guided by the SOP Chair of the Pharmaceutical Sciences Department and faculty, the Laboratory Technician will:

- Organize laboratory operations including preparation of chemicals, solutions, culture media, stains and reagents, and setting-up needed instruments.
- Order, receive, store, maintain and dispense adequate amounts of supplies.
- Assist laboratory instructors and students during teaching laboratory course sessions.
- Keep updated records of inventory and ensure proper storage procedures.
- Maintain equipment in a functional state, arranging for repairs and ordering replacements.
- Monitor laboratory safety measures and establish necessary procedures to avoid potential hazards and appropriate dispensing of wastes.
- Review offers from different suppliers and make suitable recommendations.
- Assist instructors with follow-up checks on quality problems and takes necessary measures to rectify them.
- Coordinate research activities and assist in recording, compiling and organizing data as required.
- Provide assistance to faculty in developing new experiments and formulate instructional modules for existing and proposed experiments.
- Perform standardized pharmaceutical, biological and chemical experiments independently.
- Contribute to the generation of laboratory- and facilities-related reports and develop standard operating procedures.
- Supervise undergraduate and graduate students working in the laboratory as determined.
- Fulfill other tasks as assigned by the Department Chair and School Dean.

### **Reporting**

To the Department Chair of Pharmaceutical Sciences.

## **Executive Assistant to the Dean – Job Description**

The Executive Assistant is mainly responsible for providing secretarial and administrative support to the Dean.

### **Duties and Responsibilities**

- Receive and screen visitors' telephone calls, emails, faxes and other correspondences by providing information and resolving complaints that regularly require the use of good judgment and the interpretation of policies and procedures.
- Coordinate the Dean's meetings, agenda, and minutes and circulating them as assigned.
- Create and maintain effective workflow and communication with the Dean's office.
- Provide administrative support for events and conferences hosted by the Dean and handles all details as required.
- Research, compile, and summarize a variety of informational or statistical materials.
- Set up a professional information filing system.
- Control and manage the accuracy and confidentiality of the Dean's office records, files, and databases.
- Oversee the maintenance of office equipment, such as computers, copiers and printers that secures the smooth operation of the Dean's office.
- Monitor office supplies stock, and places orders for necessary replenishments.
- Assist with meetings and travel coordination and scheduling for the Dean.
- Supervise the work of student assistants assigned to the office and monitors their contracts and timesheets to ensure they fulfill their duties.
- Provide secretarial and administrative assistance to the Associate Dean for Academic Affairs and Assistant Dean for Student Affairs as assigned by the Dean.
- Perform other tasks and special projects pertinent to the job as assigned by the Dean.

### **Reporting**

To the Dean.

## **Academic Assistant to the Associate Dean for Academic Affairs and Assistant Dean for Student Affairs – Job Description**

The Academic Assistant is mainly responsible for providing secretarial and administrative support to the Associate Dean for Academic Affairs and Assistant Dean for Student Affairs.

### **Duties and Responsibilities**

- Schedule and track appointments, calendar items, meetings, conferences, and student-related events.
- Assist with daily academic-related job requirements.
- Interact with Faculty, students, and staff to assist in fulfilling the responsibilities and duties of the office of Student Affairs and the office of the Associate Dean.
- Greet and assist students as needed.
- Prepare statistical reports as instructed by the Assistant Dean for Student Affairs.
- Provide administrative assistance related to student records to Faculty and staff.
- Maintain, process, and update student files, records, and other related necessary documents.
- Establish and maintain a formal filing system for the office of Student Affairs and the office of the Associate Dean for Academic Affairs.
- Provide administrative assistance for the professional years 1 and 4 admission processes.
- Assist with meetings and travel coordination and scheduling for the Associate Dean and Assistant Dean.
- Supervise the work of student assistants assigned to the office and monitors their contracts and timesheets to ensure they fulfill their duties .
- Assist in compiling and reviewing budget figures as assigned by the Associate Dean or Assistant Dean.
- Order and stock Student Affairs Office supplies.
- Perform various administrative tasks and miscellaneous job-related duties as assigned by the Associate Dean for Academic Affairs and Assistant Dean for Student Affairs.

### **Reporting**

To the Associate Dean for Academic Affairs and Assistant Dean for Student Affairs.

## **Academic Assistant to the Department Chairs and Faculty – Job Description**

The Academic Assistant is mainly responsible for providing secretarial and administrative support to the Department Chairs and Faculty of Pharmacy Practice and Pharmaceutical Sciences.

### **Duties and Responsibilities**

- Schedule and track appointments for Department Chairs.
- Contact and send emails to Faculty and students on behalf of Department Chairs.
- Facilitate room reservation for Faculty.
- Post students' exam grades on the School Board.
- Assist in course photocopying.
- Assist in proctoring exams along with Faculty.
- Facilitate scheduling students' orientation session.
- Update student contacts on a Semester basis.
- Assist in the orientation schedule and process of new Faculty and staff.
- Introduce part time Faculty to Blackboard™, Banner, and University webmail.
- Communicate important information to Faculty as assigned by Department Chairs.
- Supervise the work of student assistants assigned to the office and monitors their contracts and timesheets to ensure they fulfill their duties .
- Perform various administrative tasks and miscellaneous job-related duties as assigned and coordinated by Department Chairs.

### **Reporting**

To Department Chairs.

## **Academic Assistant for Experiential Education – Job Description**

The Academic Assistant for Experiential Education will primarily provide academic and administrative support to the school's experiential education program.

### **Duties and Responsibilities**

- Support the academic and administrative needs of the office of experiential education.
- Ensure accurate and timely processing and recordkeeping of practice sites' affiliation and partnership agreements.
- Develop and maintain an electronic experiential education database for students, preceptors, and practice sites.
- Work with the Director of Experiential Education to develop and maintain an effective communication infrastructure with preceptors and students.
- Provide administrative support for the organization of supplies, scheduling of meetings and audiovisual requests, coordination/preparation of mailing lists/labels/databases, and preparation of written correspondence and course documents.
- Assist in documenting assessment findings and program observations.
- Assist in organizing events and professional development programs to preceptors.
- Assist in addressing experiential education preceptors- and students-related inquiries, needs, and practice sites on-boarding.
- Track, review, and record students' enrollment health records.
- Schedule visits to the experiential education practice sites.
- Participate in the meetings and work responsibilities of the experiential education committee.
- Serve as secretary of the experiential education committee.
- Maintain up-to-date information related to the experiential education program on the school's web, in the student handbook, and software database.
- Assist the Chair of the Pharmaceutical Sciences Department with the placement and follow up on graduate students (MS program) internship in pharmaceutical industries.
- Assist when needed in facilitating the logistics of the program's co-curricular activities as related to experiential education.
- Fulfill other duties and tasks as assigned by the Director of Experiential Education.

### **Reporting**

To Director of Experiential Education.