1. Discharge the duties of the Dean of the School of Pharmacy as detailed in the University of Wyoming Regulations. These include:
   a. Report directly to the Dean of the College of Health Sciences.
   b. Supervise and coordinate curricula, courses and methods of instruction within the School.
   c. Instruct the associate deans and new faculty members in the School on details of University policy and practice.
   d. Promote the interests of the School, the College, as well as the University as a whole.
   e. Supervise the business of the School.
   f. Prepare written reports concerning the activities of the School for the College Dean and other UW administrators, accrediting agency executives and others who may need to receive them.
2. Chair the Administrative Council of the School.
3. Supervise Associate Deans of the School and administrative staff.
4. Plan and implement, in consultation with the UW Foundation, fund-raising activities for the School.
5. Represent the School to external organizations, institutions and agencies; and internal bodies for the University.
6. Coordinate the School of Pharmacy Dean’s Advisory Council.
7. Actively participate and represent the School in State and National professional associations.
Committee Oversight

- Planning, Progression and Accreditation (PPA)
- Assessment
- Curriculum & Instruction

Personnel Oversight

- Director of Data & Communication (Rachel Stevens)

Duties

1. Establish best practices and institutional policies related to assessment and academic affairs
2. Design, develop, implement and monitor programmatic assessment activities
3. Support faculty who implement new teaching or assessment activities in individual courses
4. Process funding requests for teaching supplies and equipment
5. Coordinate AACP Surveys, ACPE accreditation reports, and UW Assessment Reports
6. Chair PPA Committee
1. Provides leadership, vision and direction for faculty success in the School
   a. Work with FDC to pair new hires with faculty mentors and provide guidance to help new faculty succeed
   b. Process faculty vacation requests
   c. Receive/process faculty time cards
   d. Review monthly PAR reports
2. Oversees faculty-related policies and procedures regarding promotion and tenure and teaching evaluations
   a. Facilitate Peer teaching evaluations
   b. Complete annual summaries of teaching evaluations
3. Assures that faculty-related policies are present and comply with legal, University and other relevant policies and guidelines
4. Serve as liaison between the SOP and clinical faculty practice sites to ensure needs of clinical faculty are met
Associate Dean for Research  
(Sreejayan Nair)

Committee Oversight
- Research Team
- Assessment
- Curriculum & Instruction

Personnel Oversight
- Laboratory Assistant  
  (Jeffrey Yang)
- Research Assistant  
  (Bonnie Zhao)

Duties
1. Prepare/edit letters of support for research grants
2. Sign Greensheets as unit representative
3. Sign IACUC Protocols as unit representative
4. Oversee vivarium and lab-related issues 
   (Maintain the key/room access list, equipment, space etc)
5. Prepare the AACP Research Survey
Associate Dean for
Student Affairs
(Michelle Hilaire)

Committee Oversight
- Student Affairs
- Admissions
- Student Presidents' Council

Personnel Oversight
- Manager of Student Services
  (Marla Benett)
  - Office Assistant
    (Michelle Hanson)

Duties
1. Provides leadership, vision and direction for student success in the School.
2. Oversees student-related policies and procedures regarding student admissions, scholarship, academic standards, progression and disciplinary procedures.
3. Assures that student policies are present and comply with legal, University and other relevant policies and guidelines.
4. Responsible for the development and provision of student services, including activities which promote the professionalism of students, as well as supervision of the student services staff.