ROSEMAN UNIVERSITY OF HEALTH SCIENCES

JOB DESCRIPTION

Dean, College of Pharmacy

Unit	College of Pharmacy	**FLSA Status**	Exempt
Reports To	Chancellor, Henderson Campus	**Employment Status**	Full-Time
Primary Location	Henderson, Nevada Campus	**Travel**	Regular travel to Roseman locations and external meetings
Prepared By	Human Resources	**Reviewed By**	Chancellor, Henderson Campus

Position Summary

The Dean of the College of Pharmacy serves as the College's chief academic and administrative officer and provides visionary, collaborative, and accountable leadership across the College's Henderson, Nevada, and South Jordan, Utah, locations. Reporting to the Chancellor, Henderson Campus, and working closely with University and campus leadership, the Dean advances the College's mission, academic quality, student success, scholarship (including research), professional practice, community engagement, and long-term financial sustainability.

The Dean is responsible for ensuring compliance with Accreditation Council for Pharmacy Education (ACPE) accreditation standards and other applicable institutional, regulatory, and legal requirements; advancing Roseman University's Six-Point Mastery Learning Model®; and fostering a culture of shared governance, professionalism, collaboration, belonging, innovation, and continuous improvement.

The Dean recruits, develops, and retains outstanding faculty, staff, and academic leaders; strengthens enrollment and student outcomes; promotes scholarship, interprofessional education, and patient-centered practice; and cultivates partnerships, philanthropic support, and new academic opportunities aligned with workforce and community needs. The Dean serves as the College's principal advocate and represents the College within Roseman University and to professional, regulatory, healthcare, alumni, donor, and community constituencies.

Essential Duties and Responsibilities

The following responsibilities describe the primary functions of the position. The Dean is expected to demonstrate measurable leadership effectiveness and sustained success in these areas.

Strategic and Institutional Leadership

1. Develops, implements, evaluates, and communicates a comprehensive strategic plan for the College through an inclusive process involving faculty, staff, students, preceptors, practitioners, alumni, and other key stakeholders.
2. Aligns the College's priorities, annual initiatives, resources, and performance measures with the missions and strategic plans of the College and University.
3. Provides unified leadership across the College's Nevada and Utah locations and ensures consistency, appropriate integration, and equitable support across campuses and program pathways.
4. Develops and advances new academic programs, partnerships, instructional modalities, and other innovations based on student demand, workforce needs, educational quality, mission alignment, and financial sustainability.

Academic Excellence and Student Success

5. Advances a rigorous, contemporary, and student-centered academic program grounded in Roseman University's Six-Point Mastery Learning Model® and designed to prepare graduates who are practice-ready and team-ready.

6. Leads data-informed strategies to improve student admissions, retention, academic progression, on-time graduation, licensure outcomes, residency placement, employment readiness, and overall educational effectiveness.

7. Ensures the ongoing evaluation and continuous improvement of didactic, experiential, interprofessional, co-curricular, and student-support programs, to achieve the goal of NAPLEX scores at the national average or higher for first time takers.

8. Promotes a learning environment that supports student achievement, professionalism, resilience, ethical practice, and well-being.

Accreditation, Assessment, and Compliance

9. Maintains executive accountability for compliance with ACPE accreditation standards, substantive-change requirements, institutional accreditation expectations, state authorization requirements, professional licensing requirements, and applicable federal and state laws and regulations.

10. Leads the College's accreditation, assessment, institutional-effectiveness, and continuous-quality-improvement processes, ensuring that findings are data driven, documented and used to improve programs and outcomes.

11. Ensures the timely and accurate review, approval, publication, and implementation of College policies, handbooks, catalogs, governance documents, and student-related procedures.

Faculty, Staff, Governance, and Culture

12. Recruits, develops, evaluates, and retains qualified faculty, staff, administrators, and academic leaders who support the College's mission and strategic priorities.

13. Establishes clear expectations and accountability for teaching, scholarship, service, professional practice, leadership, and administrative performance.

14. Promotes meaningful faculty participation in shared governance and cultivates a professional, respectful, collaborative, innovative, and inclusive organizational culture.

15. Leads mentorship, faculty leadership development, succession planning, and professional-growth opportunities for faculty and staff.

16. Partners with the Office of Human Resources regarding recruitment, employee relations, performance management, organizational development, and the consistent application of University employment policies and procedures.

Enrollment, Finance, and Organizational Sustainability

17. Develops and manages the College's budget in accordance with sound business practices, institutional priorities, accreditation requirements, and responsible fiscal stewardship.

18. Aligns faculty, staff, facilities, experiential sites, technology, and other resources with enrollment levels and programmatic needs.

19. Partners with Centralized Student Recruitment & Admissions, Marketing, Communications, Finance, Institutional Assessment, and other University units to strengthen student pipelines, enrollment, yield, and the College's competitive position.

20. Identifies opportunities to diversify revenue, improve organizational effectiveness, develop strategic partnerships, and support the College's long-term sustainability.

Scholarship, Practice, and External Engagement

21. Strengthens the College's scholarship enterprise by promoting collaboration, faculty productivity, student participation, external funding, and dissemination of scholarly work.

22. Advances interprofessional education, clinical and experiential partnerships, professional practice, and patient-centered care in collaboration with healthcare organizations and other Roseman colleges and programs.

23. Represents and advocates for the College with internal constituencies, professional organizations, accreditation and regulatory agencies, alumni, healthcare partners, donors, community organizations, and other external constituencies.

24. Collaborates with University Advancement to cultivate donors, secure philanthropic support, increase scholarship funding, and advance other College priorities, including alumni engagement.

Overall

25. Performs other duties consistent with the scope and responsibilities of the position.

Required Qualifications

- Earned terminal degree in pharmacy, pharmaceutical sciences, health professions education, or a closely related discipline from an accredited institution, such as a PharmD or PhD degree is required.
- At least seven years' experience as a full-time faculty in a College of Pharmacy, including at least five years of significant academic administrative leadership as a dean, associate dean, assistant dean, department chair, or comparable senior academic administrator within an ACPE-accredited college or school of pharmacy.
- Academic and professional record at the rank of Associate professor or higher within an appropriate College of Pharmacy discipline.
- Demonstrated knowledge of ACPE accreditation standards, academic assessment, continuous quality improvement, and the contemporary pharmacy-education and practice environment.
- Demonstrated success in strategic planning, academic program leadership, student-success initiatives, faculty and staff development, budget management, and organizational change.
- Record of achievement in teaching, scholarship, service, and professional engagement.
- Demonstrated ability to build a collaborative organizational culture and work effectively with faculty, staff, students, University leaders, healthcare partners, regulators, donors, alumni, and community stakeholders.
- Exceptional communication, judgment, integrity, relationship-building, and decision-making abilities.

Preferred Qualifications

- Experience leading a multi-campus, geographically distributed, accelerated, or competency-based academic program.
- Experience with enrollment management, new-program development, program expansion, and academic financial modeling.
- Demonstrated success in fundraising, grant development, alumni relations, external partnerships, and engagement.

Leadership Competencies

• Visionary and strategic leadership	• Shared governance and collaborative leadership
• Academic and accreditation leadership	• Change management and innovation
• Student-centered decision-making	• External relations and philanthropy
• Financial and organizational acumen	• Professional integrity and sound judgment
• Data-informed continuous improvement	• Inclusive, accessible, ethical and respectful leadership
• Faculty and staff development	• Exceptional written, verbal, and interpersonal communication

Work Environment and Travel

- The position is based primarily at the Henderson, Nevada, campus and provides leadership across the College of Pharmacy's Henderson and South Jordan locations.
- Regular travel is required between Roseman campuses and associated facilities, as well as to local, state, regional, and national meetings and events.
- Occasional evening and weekend work is required to support University, College, student, alumni, donor, professional, and community activities.
- Work is primarily performed in the College of Pharmacy, Henderson, Nevada campus.

Physical Requirements

The position requires the ability to perform customary executive and administrative functions; communicate effectively in person, by telephone, and through electronic means; use standard office technology; review information in electronic and printed formats; and move between work areas and campus buildings as needed. Roseman University will provide reasonable accommodations to qualified individuals with disabilities in accordance with applicable law.

Job Description Notice: This job description describes the general nature and level of work expected of the position and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Responsibilities may be modified or assigned based on the needs of the College and University. This document does not create a contract of employment.

Acknowledgment

I acknowledge that I have reviewed this position description, understand the general duties and responsibilities of the position, and have received a copy.