

**COLLEGE OF PHARMACY
NOVA SOUTHEASTERN UNIVERSITY
NOVEMBER 11, 2002**

Guidelines for departmental and program responsibilities.

ACADEMIC DEPARTMENTS

Philosophically, all faculty with traditional titles of professor, associate professor, assistant professor, or instructor, need an academic unit where their academic expertise and interests are best utilized. It is through the academic unit that faculty can express their opinions regarding academic matters and policies, and can interact with faculty possessing complementary or similar expertise.

College employees with faculty appointment will hold faculty rank in one of three departments. They are, Pharmaceutical Sciences, Pharmacy Administration and Pharmacy Practice. Department chairs, through the Associate Dean for Academic Affairs, are responsible for all courses of the curriculum. Courses are assigned to the departments with the authority and responsibility to present them consistent with College expectations. The chairs, therefore, will be responsible for course and instructor teaching evaluations and faculty teaching assignments.

Within each department, faculty will be assigned to one of three categories. The first category includes faculty members who are responsible to the department chair for their teaching, research/scholarship, and service. The second category includes faculty who are responsible to the departmental chairs for teaching, but are responsible to another administrator for their other responsibilities. The third category includes faculty who may have responsibility to the departmental chairs for teaching if their availability and expertise is appropriate. Department Chairs will also be responsible for evaluating adjunct faculty and lecturers, in their respective departments, formally or informally.

PROGRAMS

The College maintains entry level Pharm.D. programs at sites remote from Fort Lauderdale. Each program has a director who reports to the Associate Dean for Academic Affairs. The program director is responsible for the operation of the site. These responsibilities include, but are not limited to, facilitating classroom instruction in cooperation with the department chairs, monitoring local faculty with regard to instruction, and teaching courses locally such as pharmaceuticals laboratory, patient care management laboratory and recitation sections. The program director is responsible for research/scholarship of faculty assigned to the site, as well as service activities to the profession. They shall evaluate and provide direction to facilitators. They should also provide mentoring for teaching at the site. Close cooperation with the Associate Deans and Department Chairs is essential for success of the College.

EXPERIENTIAL EDUCATION

Experiential education needs to be clarified in order to achieve the most efficient and responsible system that provides the best possible education. Each program director and local experiential coordinator will be responsible for the selection and development of early experience sites consistent with the College's approved syllabi. The Fort Lauderdale Director(s) will be responsible for the Fort Lauderdale location. These educational experiences include service learning, community pharmacy rotations, hospital pharmacy rotations and pharmacy service rotations.

The Fort Lauderdale site will schedule all advanced clerkship rotations, keeping in mind that Puerto Rico students have priority for Puerto Rico clerkships, Tampa students have priority for all Tampa clerkships, and the West Palm Beach-Broward-Miami Dade corridor shall be considered as a single zone. It is the intent of the College to keep movement of students between geographic locations to a minimum and maximize the use of the individual sites. Continued significant cooperation will be required between experiential directors and program directors.

CONTINUING CONTRACT/PROMOTION AND EVALUATIONS

Consistent with the intent of the continuing contract/promotion policy, faculty will submit their documents to the Continuing Contract/Promotion Committee for review. The Committee will forward their recommendations to the Dean of the College. Department Chairs will forward their findings and recommendations to the Associate Dean for Academic Affairs, for those faculty who have total responsibilities to the department. Program Directors will forward their findings and recommendations to the Associate Dean for Academic Affairs for those faculty who are primarily responsible to the Program Director. Teaching evaluations will be provided to the Program Directors by the Department Chairs. The Associate Dean for Academic Affairs will meet with the Dean to review all recommendations. The Dean will make the final decision.

Faculty in other administrative units will be evaluated by the head of the administrative unit and forward his/her recommendation to the Dean. Department chairs will provide the teaching evaluations to the administrative unit head for use in evaluations. The Dean of the College will make the final determination, based on the Committee recommendations and the administrative units heads' recommendations.

SUMMARY

As the College continues to develop, these guidelines may need to be adapted to fit the operations of the College. The overriding principle to these guidelines is to achieve the best education for our students.

