

**UNIT NAME:**

School of Pharmacy Dean's Office

**UNIT SUMMARY AND RESPONSIBILITY:**

All faculty with appointments in the School (up to and including the Dean), teach in some capacity. There are currently 4 faculty with administrative duties included in the Dean's office in addition to the Dean. Staff in the Dean's office include 3.85 FTE who cover: communications/marketing, dean's office administration, educational coursework administration, or development. Since the retirement of our senior business officer in October 2023, we have been functioning in a shared business office model with the School of Public Health.

**UNIT HEAD COUNT COMPARISON:**

The total FTE for the dean's office in 2018 was 11.85 whereas in 2024 it is 10.51, representing an 11% reduction. This reduction is a result of staff FTE going down from 6.85 to 5.51 (reduction of 1.34 FTE) by attrition and consolidating activities with departmental staff.

**UNIT ADMINISTRATOR-LEVEL OR ABOVE POSITION COUNT COMPARISON:**

Since 2018 there has been no change in the 5 positions with administration-level (Assistant Deans and above) responsibilities.

**UNIT BUDGET COMPARISON:**

From a salary and wage perspective, the overall SoP Dean's office budget in FY2018 was \$1,821,240 whereas in 2024 it is 8% higher at \$1,985,890. This is a result of University & WVU Foundation based salary increases and personnel changes. In FY18 \$780K was spent on supplies and other services. This amount was reduced by 54% to \$418K in FY24.

**UNIT BENCHMARKS:**

The WVU SoP has a total number of 5 administrative positions in the dean's office (assistant deans and above.) This value is on the low side of other comparable in size B12 schools of pharmacy: Texas Tech 12, Univ. of Houston 9, Univ of Cincinnati 5, U of Kansas 8 positions.

**CONCLUSION STATEMENT / REVIEW OUTCOME:**

The SoP has embraced a servant-leader model of administrative leadership. Thus, it has leveraged every opportunity to utilize faculty for administrative positions while continuing their teaching, research, and service missions. In addition, it has moved toward sharing staff such as IT, business office, and research administration positions with other HSC schools, where feasible. The current number of administrative positions are on the low end of benchmarks from other comparable schools of pharmacy. Any further changes in our limited administrative structure would likely result in dysfunction and jeopardize upcoming national reaccreditation of our professional program.