The goal of the Administrative Services Section is to improve the professional lives of faculty and staff with administrative responsibilities in their respective institutions by sharing common challenges and solutions.

Our mission is to cultivate a professional environment among our members that will foster the development of excellence, innovation, and leadership in all professional endeavors including administration, practice, scholarship, and service within our respective organizations, the larger academic community, and the health care professions.

Our goals...

- To provide a forum for the exchange of information, ideas, and techniques in the various administrative roles that faculty and staff participate in, as these relate to the various constituencies involved in the provision of undergraduate, graduate, and postgraduate pharmacy education.
- To improve access to and delivery of information related to best practices in administrative processes for member colleges and schools.
- To plan and implement programs and projects of benefit to member colleges and schools, to pharmacy education in general, and to section members in an effort to improve access to and delivery of administrative resources and professional advancement.
- To make recommendations to...
- To make recommendations to the Association in matters regarding administrative processes that empower member colleges/schools to fulfill their missions.
- To foster maximum support of pharmacy education by faculty and staff involved in administrative positions of all kinds, of the member colleges and schools.

Help us grow our membership! As of the end of March, the Administrative Services Section boasts a membership of nearly 150 members. Please encourage your fellow administrators at your institution to add our section to their membership profile. Click here for Instructions for joining the Section.

To view our Section web page, follow this path!
1) Go to aacp.org.
2) Under “Governance” (in the gray navigation bar toward the top), select “Sections.”.
3) In the blue navigation bar to the left, select “Administrative Services.”

Have a question? Email a friend!
Have a professional question or a dilemma that you wonder if anyone else has already dealt with? Chances are that your administrative services colleagues have dealt with a similar situation. Use one of your life lines and “Email a Friend!” Simply send an email to adminservices@lists.aacp.org to access your network of administrative services faculty and staff at AACP member institutions.

Do you have any burning issues?
Members can make suggestions for resolutions to the AACP bylaws, Council of Section Standing Rules, or our Section’s Standing Rules. Please send your suggestions to Kathy Webster at kwebster@koi.edu:

Join us at the National Harbor in Maryland July 11-15 for great Administrative Services programming! We hope to see a great turnout from our Section members at these special sessions as well as at our business meeting which will be held on Sunday, July 12 from 2:45 – 4:15 pm (Click here to register for the meeting). The agenda will include a variety of updates, discussion of the Section’s strategic plan, and roundtable networking sessions.

Your New Hire Can Cost More Than You Know: HR Tips for New Employees ~ Sunday, July 12, 1:00-2:30 pm
Get useful tips on putting together a comprehensive job description, developing thoughtful interview questions, and creating training programs to transition your new hire into a valued employee. The tips you will learn at this session can be applied to all areas of employment: academic, research, business, faculty, staff, lab personnel, etc. What you do not know can cost you dollars, resources, research progress, and time!

Learning Objectives:
1) Describe an adverse event in HR management
2) Develop sound job descriptions, interview questions, and training programs
3) Demonstrate the importance of training and proper documentation

Presented by Cheryl A. Holcomb, assistant dean of finance and human resources director, University of Kansas

Higher Education Communication and Outreach Planning ~ Monday, July 13, 10:30-12:00 pm
This session will present current issues in higher education communication: Best Practices in Crisis Management Planning and Communications and Social Media Policy Development. Newer social media platforms such as Snap Chat and Yik Yak will be discussed.

Learning Objectives:
1) Identify key components of a crisis management plan, including team members and areas of concern
2) Analyze best practices for crisis management
3) Compare and contrast the popular social media platforms used by students today
4) Design practical social media policies and procedures

Presented by Elizabeth E. Anderson, director of marketing and communication at the University of Connecticut, Rebecca H. Brierley, assistant dean of external affairs at the State University of New York at Buffalo, and Bernadette K. Brown, assistant dean for student affairs at Butler University.

Call for Officer Nominations
Here is your opportunity to lead the Administrative Services Section as we head to the next level! We invite nominations for the following positions:

1) Chair-elect (three year commitment). In addition to serving on the Section Executive Committee and the Council of Sections, responsibilities by year include:
   • Chair-elect (2016-17): Chair Section Programming Committee.
   • Chair (2017-18): Oversee activities of the Section, appoint members and provide charges to committees, and chair the Section’s Executive Committee.
   • Immediate Past Chair (2017-18): Chair Nominations Committee
Your resolution should include:

- Name of submitter
- Names of resolution collaborator (if applicable)
- Title and proposed resolution
- Concise statement of need for the resolution
- Supporting documents (as needed)
- Rationale for current wording

2) Secretary/director of communications (two-year term). Take minutes during all business meetings and distributes them to the membership, in addition to serving as an ex officio to the Section’s Communications Standing Committee.

Our nominations report will be approved by the Section membership at our July 2015 meeting and will be on the ballot in Fall 2015 with the installation of officers occurring at the 2016 AACP Annual Meeting.

Submit nominations (self-nominations are welcome) to Renae Chesnut (renae.chesnut@drake.edu), the current chair of the Nominations Committee. Please feel free to contact Renae if you have questions or need additional information!

New Investigator Awards: Opportunities for our Section!

Apply for An Award!

Each year, AACP provides startup funding to support research programs for new faculty members. The awards are for up to $10,000 plus a $1,000 travel stipend to attend and present results of the research at the AACP Annual meeting.

As an AACP member, you may be eligible for this award if you:

- Earned a terminal degree (PharmD, PhD, or equivalent)
- Have a full-time faculty appointment as an assistant professor at an accredited (candidate or full accreditation status) US college or school of pharmacy
- Have an initial faculty appointment after Aug. 31, 2010.
- Are a current member of AACP and your school or college is an institutional member of AACP

Watch for the call for submission of a Letter of Intent which will be coming in May 2015. Also, there will be a networking session at the AACP Annual Meeting in July for potential applicants to meet past award winners. For more information and to read about past recipients, please visit: http://www.aacp.org/career/grants/nia/Pages/default.aspx.

Potential Reviewers: We Need Your Help!

Not eligible to apply for the New Investigator Award but still want to be involved? Consider being an applicant reviewer. AACP’s section members are being called on to review the New Investigator Award applications. Please consider becoming a reviewer, especially if you have previous experience reviewing these awards or other grant applications. Recruiting for award reviewers will begin in July 2015. If selected, you will receive instructions on accessing the online applications for the awards, which will be reviewed in September 2015. Reviews will need to be completed by mid-October 2015. This is a great opportunity to give back to the profession.
You are currently subscribed to adminservices as: renae.chesnut@drake.edu.
To unsubscribe send a blank email to leave-2217851-299997.4e824a65fbd01f170b133b247842688@lists.aacp.org