

CONSTITUTION OF THE COLLEGE OF PHARMACY*

ARTICLE 1 ADMINISTRATION

The dean of the College of Pharmacy shall have general administrative responsibility for the college and for research carried on in subject matter areas of the college.

To assist in carrying out these responsibilities, the dean may appoint assistant and associate deans and delegate to them certain authorities and responsibilities.

The dean selects heads of academic departments within the college consistent with University policy. These heads shall have delegated administrative authority and responsibility in their respective departments for:

- Development and maintenance of appropriate policies in the areas of instruction, research, and service activities;
- Recruitment and recommendation of new staff for appointment;
- Recommendation for changes in salary, rank, and tenure of staff members;
- Development and management of the operating budget;
- General welfare and progress of the department.

ARTICLE 2 MEMBERSHIP

The faculty shall consist of those individuals holding any professorial rank in the College of Pharmacy and whose primary academic services fall under the administrative jurisdiction of the dean.

ARTICLE 3 VOTING MEMBERS

The voting faculty shall consist of those faculty members with (1) tenure track professorial rank, and (2) non-tenure track clinical faculty with professorial rank. Other members of

* Revised and approved by the faculty: November 30, 1979; August 26, 1983; August 23, 1985; May 6, 2005; February 20, 2009; April 23, 2010; November 15, 2013.

the faculty and professional staff may attend meetings of the faculty with voice but without vote.

Faculty holding joint appointments in the College of Pharmacy and any other college or school may vote in all College of Pharmacy faculty meetings.

ARTICLE 4 REPRESENTATIVES

Representatives to the University Senate shall be chosen consistent with the provisions of the University Code. The senior senator in terms of time serving in the University Senate (or another senator if circumstances require) shall report to the faculty at regularly scheduled faculty meetings. For representatives to the University Senate from the College of Pharmacy, the nominees shall be selected from different departments in such a way that no two representatives shall be from the same department at the same time.

ARTICLE 5 JURISDICTION OF THE FACULTY

The jurisdiction of the faculty shall be consistent with the University Code.

- A. The faculty of the College of Pharmacy shall be solely responsible for the establishment of the curricula for the degrees offered by the college. A majority of those voting at a meeting at which a quorum is present shall be required to approve changes in the curricula.
- B. The criteria for admission to any and all degree programs offered by the College of Pharmacy shall be the responsibility of the faculty of the college. A majority of those voting at a meeting at which a quorum is present shall be required to approve changes in the criteria for admission.

ARTICLE 6 MEETINGS

Regular meetings of the faculty shall be held when the University is in regular session. The time and place of meetings shall be scheduled by the dean each year. Special meetings may be called by the dean or on the request of twenty percent or more of the voting faculty. The presiding officer of the meeting shall be the dean or the dean's designee.

*ARTICLE 7
QUORUM*

A majority of the voting members of the faculty shall constitute a quorum.

*ARTICLE 8
COMMITTEES OF THE FACULTY*

Except for committees specifically designated otherwise in this document or in University policies and procedures, appointments to committees, including the chairs thereof, shall be made annually by the dean. Members of the committees shall be selected from the voting members of the faculty but, when desirable, nonvoting members and members of other faculties may be invited to serve on a committee. The committee structure may include: (a) standing committees, (b) special committees, and (c) subcommittees. Representatives appointed by the president, individuals selected for representation on councils, or other groups shall be listed in the summary of committees and representatives that is distributed within the college annually.

A. Standing Committees

The term “standing committee” means a permanent, continuing committee that reports directly to the dean or to the faculty as required. While the members of a standing committee may change, neither the purpose of the committee nor the functions of the committee shall change.

Standing committees of the college shall include but not be limited to:

1. Executive Committee. The Executive Committee shall consist of the dean, associate and/or assistant deans, and the department heads. This committee shall be responsible for establishing policy with respect to the undergraduate, professional, and graduate programs of the college.
2. Area Promotions Committee. Membership shall consist of the dean (who serves as chair), department heads of the college, and one full professor from each department in the college. The full professor representatives, who must not hold administrative appointments, shall be elected by their respective departments. Associate deans in the college serve on the Area Committee without vote, but may participate in discussion.
3. Grade Appeals Committee. A Grade Appeals Committee will be constituted as described by University Regulations.
4. Primary Promotions Committee(s). Primary Promotions Committees, specific to each department, shall each consist of all tenured full professors, all tenured associate professors, all clinical full professors, and all clinical

associate professors in the respective departments. Tenured associate professors may discuss and vote upon promotion only up to and including associate professor level. Clinical full professors may discuss and vote upon promotion of clinical faculty being considered for promotion. Clinical associate professors may discuss and vote upon promotion of clinical faculty only up to and including clinical associate professor level. The department head shall act as chair of the primary committee and shall convene the committee before or during the first semester of each academic year. In some cases, there may need to be reviews of faculty for promotion to full and associate professor in departments with fewer than five tenured full professors including the department head. In those cases, additional tenured full professors shall be appointed by the chair of the area committee to whom the primary committee reports, following consultation with the appropriate department head.

5. Professional Programs Admissions Committee.
6. Graduate Programs and Policies Committee.
7. Professional Programs Curriculum Committee.
8. Assessment Committee.
9. Nominations Committee.

B. Special Committees

Special committees shall be established as necessary. The dean shall appoint members to the committees. The chair or appropriate designee of any such committee shall report to the dean or to the faculty, or both, as appropriate to the committee charge. The term of service of such appointees shall terminate with the acceptance of the final report for which the committee was established and the committee shall be vacated.

C. Subcommittees

Subcommittees of standing committees shall be temporary committees that automatically terminate when the final report for which the committee was established is accepted.

*ARTICLE 9
ELECTIONS*

Elections shall be conducted during either the regularly scheduled or special meetings of the faculty.

- A. The Nominations Committee shall submit the name or names of members of the faculty for each elective office within the jurisdiction of the faculty of the College of Pharmacy.
- B. Elections may be held by voice vote, written ballot, or electronic ballot when there is more than one nominee for a given office. However, all elections involving presentations or discussion prior to voting require faculty to be present or to be present by synchronous electronic participation to vote. At any time before, during, or after a voice vote, a voting member of the faculty may call for division of the faculty. Such a division may be by standing, show of hands, or written or electronic ballot.
- C. Representatives and delegates to scientific and professional organizations and meetings may be elected upon open nomination without action by the Nominations Committee.

*ARTICLE 10
AMENDMENTS*

Amending this constitution shall be pursuant to an affirmative vote of two-thirds of the voting members present at any meeting of the faculty that is comprised of a quorum (50% of the voting faculty). Copies of the proposed amendment shall be distributed to the faculty members at least thirty (30) days prior to the meeting at which such amendments, according to notice, are to be considered.