# COLLEGE OF PHARMACY
# WESTERN UNIVERSITY OF HEALTH SCIENCES

# BYLAWS

***Preamble***

The purpose of this document is to provide a written record of the consensus of the faculty of the College of Pharmacy regarding its self-governance. Nothing in this document shall conflict with the policies, procedures or practices of Western University of Health Sciences or the University's *Faculty Handbook*. If any such conflict should arise, the University policies and/or provisions of the University's *Faculty Handbook* shall prevail.

## I. Governance of the College of Pharmacy

The faculty of the College of Pharmacy shall govern the College in accordance with this document and in concert with the regulations, policies, and directives of Western University of Health Sciences.

## II. Membership, Responsibilities and Voting Rights of the Faculty

### A. Membership

Members of the faculty include individuals with the academic rank (all title series) of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer who hold full-time, part-time, clinical adjunct or adjunct appointments in the College of Pharmacy.

### B. Responsibilities of the Faculty

The faculty of the College of Pharmacy shall be responsible for the following:

- establishing policies and procedures for the governance of the College
- developing, evaluating and implementing the academic programs of the College
- developing and implementing admission requirements
- establishing and enforcing standards for student professionalism appropriate for the College and the profession
- determining requirements for graduation and recommending candidates for graduation
- establishing pharmacy practices, research and professional education programs that support the mission of the College.

**C. Voting Rights**

Faculty (all title series) with the rank of Instructor or above, who are employed for no less than 50% of full time work shall have voting rights. Visiting faculty, research faculty, and post-doctoral trainees do not have voting rights.

## III. Officers of the Faculty

**A. Presiding Officer**

The Dean shall serve as the Presiding Officer of the faculty and coordinate the activities of the faculty meetings. In his/her absence or inability to preside, this function shall be exercised by the Vice Chair of the Dean's Council or another voting member of the faculty designated by the Dean.

**B. Secretary**

The Secretary of the faculty shall be a voting member of the faculty and shall be elected by the faculty at a regularly scheduled spring meeting. Responsibilities of the Secretary shall include the following: maintaining an up-to-date roster of the voting members of the faculty; notification of the faculty of forthcoming meetings; forwarding to the faculty, in advance of any meeting, information regarding matters to be considered at that meeting; conducting all elections which require a ballot; monitoring the length of the faculty meetings to ensure that they do not exceed 90 minutes; and maintaining other records as designated by the faculty.

**C. Parliamentarian**

The Parliamentarian shall be a voting member of the faculty and shall be elected by the faculty at a regularly scheduled spring meeting. He/she shall rule on all questions of parliamentary procedure.

## IV. Faculty Meetings

**A. Frequency**

Meetings of the faculty shall be held on a regularly scheduled basis, at least four times per year. In addition, meetings may be held upon the call of the Presiding Officer, or upon the written request of five or more voting members of the faculty.

**B. Notification of the Faculty**

The Secretary will send a notice about any faculty meeting to all members of the faculty at least 14 days in advance of the meeting. All materials requiring a vote shall be distributed to the faculty at least five days in advance of the meeting.

**C. Quorum**

A quorum of the faculty shall consist of a simple majority of voting members of the Faculty.

**D. Order of Business**

An agenda for each faculty meeting shall be set by the Presiding Officer or his/her designee and shall be distributed by the Secretary with the meeting notice at least three working days in advance of the meeting. The agenda shall provide for the following items of business, as appropriate:

- general announcements of urgent nature
- committee reports and recommendations (other than those already presented to the faculty by electronic means)
- completion of items of old or unfinished business; introduction of items of new business.

**E. Introduction of New Business**

Any voting member of the faculty may place an item of new business on the agenda by contacting the Secretary. If the agenda item has as its purpose to create, amend or rescind College policy, a written statement in support of the proposal shall be required as provided for in Section VI. When possible and appropriate, business items to be presented should be presented for discussion at a faculty assembly (see Section V) prior to introduction at a faculty meeting.

**F. Voting**

Votes shall occur during meetings as per Robert's Rules of Order or via email. To conduct an e-mail vote, an electronic ballot is sent to voting faculty (Sec IIC) with subject line (or equivalent) containing the term "ballot". The electronic ballot must contain or provide a link to any resources that would be necessary to make an informed choice. Ballots must be sent at least five (5) days prior to the deadline for voting. A quorum for electronic voting is defined as 50% or more of eligible faculty (Sec IIC). Voting may be conducted by the Dean or the Faculty Secretary with replies automatically sent to a designated member of the staff for anonymous tabulation of results. The results of the vote will be sent in aggregate, including the numerical distribution of votes, within 48 hours of the voting deadline. [Note: Amendments to the Bylaws may be done electronically, but shall be conducted according to Sec XI of the Bylaws]

**G. Parliamentary Procedure**

Faculty meetings shall be conducted according to parliamentary procedures. *Robert's Rules of Order* shall serve as the authority for such procedures.

**H. Duration of Faculty Meetings**

All faculty meetings will start promptly at 3 pm (unless stated otherwise in the agenda) and will not extend beyond 4:30 pm. If the meeting is anticipated to last more than 90 minutes, the Secretary should be notified in advance of setting the agenda.

## V. Faculty Assembly

The Pharmacy Faculty Assembly (PFA) is a forum for faculty voice and deliberations. It serves to specifically determine positions of the faculty of the College of Pharmacy on issues directly related to faculty status, responsibilities and welfare. The PFA is open to voting members of the faculty. Others may be invited through the PFA chair as per the request of the PFA organizer. The voting members of the faculty shall annually elect a Chair-Elect, who will assume the chair position on August 1 of the following calendar year. The Chair shall preside over meetings of the PFA. In the absence or inability of the Chair to preside, the Chair-Elect shall exercise this function.

## VI. Adoption of Policies Governing the College of Pharmacy

**A. Definition**

A policy is a rule, guideline or established procedure that affects any aspect of the College of Pharmacy that lies within the purview of the faculty as a whole. Policies address issues related to faculty governance, the curriculum, admission of prospective students, student academic performance and standards, and promotion and tenure of faculty.

**B. Policy Approval Process**

One or more voting members of the faculty or a college committee may propose a new policy or a change in an existing policy. Non-voting faculty, staff or students of the College of Pharmacy may also introduce policy proposals provided that one member of the voting faculty agrees to sponsor the proposal.

Any policy proposal must be submitted to the Secretary in writing and must include a clear statement of the proposed policy, the rationale for the proposal, and the name(s) of the individual(s) or committee introducing the policy. If non-voting faculty, staff, or students propose the policy, the name of the faculty sponsor must be included in the policy proposal. A policy proposal and its rationale will be added to the agenda under new business and then discussed at the next regularly scheduled faculty meeting.

Only the Presiding Officer may deem a proposed policy emergent in nature. When such a proposal is received, the Presiding Officer will call for an emergency faculty meeting within no less than two working days of receipt of the proposed policy. The proposal shall be distributed to all faculty members at least one working day prior to the meeting with an explanation of the need for emergency action.

Once the Secretary and the Presiding Officer have declared a quorum, all policy proposals shall require a simple majority of the voting members of the faculty for approval.

### C. Policy Implementation

Policy approved by the faculty is submitted to University administration for approval. Following such approval, the policy will become effective immediately unless otherwise specified at the time the policy is approved.

## VII. General Provisions for Faculty Committees

### A. Authority to Establish Committees

The faculty shall have the authority to establish standing committees and to designate their title, function, and size. Such standing committees must be specifically provided for in these bylaws (see Article VIII); any addition or deletion to this list requires an amendment to these bylaws. Standing committees will serve from August 1 through July 31 of the next year. The Dean may also establish *ad hoc* committees as deemed necessary by him/her or as recommended by the faculty.

### B. Committee Membership

Committee members are either elected by the faculty or appointed by the Dean. Except as provided in Article VIII, the faculty shall affirm, at a regularly scheduled spring meeting, the membership of each standing committee appointed by the Dean.

Committees are composed of both voting and non-voting members, as specified in Article VIII. Except as provided in Article VIII, the Dean may serve as a non-voting member of all standing committees.

**C. Committee Chairs and Vice Chair**

Each standing committee shall elect from among its members a Chair and a Vice Chair or Chair Elect, unless otherwise provided in Article VIII.

- Election of a Chair for the next academic year shall occur at the final meeting of the current academic year, unless the committee opts to elect a Chair Elect (described below) in which case the Chair Elect will matriculate to the Chair position. Elected Chairs shall not serve more than two consecutive terms. The Chair shall be responsible for calling committee meetings and presiding at the meetings. If the Chair is unable to attend a meeting, he/she will request that the Vice Chair or Chair Elect to preside at that meeting. At the end of the term the Chair, if not presiding for a second year, will transition to a Past Chair role.
- Election of a Chair Elect shall occur at the first meeting of each academic year. Chair Elects will serve as a stand-in for the Chair when needed, as described in the Chair's roles. At the end of the term, the Chair Elect will transition to the Chair.
- Election of a Vice Chair shall occur at the first meeting of each academic year. Vice Chairs will serve as a stand-in for the Chair when needed, as described in the Chair's roles. At the end of the term, the Vice Chair position expires; elected Vice Chairs shall not serve more than two consecutive terms. There shall not be a Chair Elect and Vice Chair on the same committee.
- The Past Chair will serve as a stand-in for the Vice Chair or Chair Elect if needed, and the Past Chair is still on the committee.

**D. Right of Faculty to Attend Committee Meetings**

Meetings of the following standing committees are open to all College of Pharmacy faculty members:

- Curriculum Committee
- Admissions Committee
- Recognition and Awards Committee
- Faculty Orientation and Development Committee
- Assessment Committee
- Student Liaison Committee
- Policy Oversight Committee

Attendance by others will be subject to approval by the individual committee. Only committee members shall be allowed to vote.

**E. Operating Procedures**

All committee business in which a vote is taken shall be conducted according to *Robert's Rules of Order*. Each committee shall establish its own operating policy and procedures, which, as new policy governing the College of Pharmacy, must be approved by the established Policy Approval Process (Section VI-B). After faculty approval, a copy of these policies shall be maintained by the Office of the Dean and posted on Blackboard for review. Committee meeting minutes or meeting summary reports shall be posted on Blackboard.

**F. Reporting Procedures**

Committees shall submit a written annual report to the Dean, no later than June 1, summarizing yearly committee activity.

## VIII. Standing Committees

Standing committees shall consist of members appointed by the Dean and/or members elected by the faculty.

**A. Appointed Committees**

**1. Curriculum Committee**

Members of the Curriculum Committee shall consist of the Assistant Dean for Curricular Affairs, the Associate Dean for Experiential and Professional Affairs, and at least four voting members of the faculty. In addition, the Assistant Dean of Student Affairs, the Liaison librarian for the College of Pharmacy and the Western University Registrar shall serve as non-voting members of the Committee. One student from each class shall serve as a non-voting member of the Committee. The Committee will also consist of a Chair and a Chair Elect who are voting members of the committee. The functions of this Committee shall be to develop recommendations concerning curriculum, academic content revisions, prerequisites for each block of instruction, requirements of the pre-pharmacy college curriculum, requirements for the professional degree, and matters related to improvement in teaching. All such recommendations shall be submitted to the faculty for approval. The Committee shall make recommendations to the Dean's Council for resource allocation for academic programs and new library acquisitions. The Committee shall seek input from the faculty in the areas of drug information, learning resources, and the library.

**2. Admissions Committee**

The Admissions Committee shall consist of the Assistant Dean of Enrollment Management, who shall be an ex officio member, and at least four other voting members of the faculty. In addition, students, practitioners and other stakeholders may serve as non-voting members. The Executive Associate Dean shall serve as a non-voting member of the Committee. The Committee will also consist of a Chair and a Chair Elect who are voting members of the committee. The functions of this Committee shall be applying the admission requirements adopted by the faculty in evaluating student applications for admission to the College of Pharmacy. The Committee shall also be responsible for the regular review of admission requirements.

**3. Recognition and Awards Committee**

The Recognition and Awards Committee shall consist of at least five voting members of the faculty. The Committee will also consist of a Chair and a Chair Elect who are voting members of the committee. The Committee shall be responsible for the selection of recipients of student and faculty awards. The Chair shall serve on the University Awards Committee.

**4. Student Performance Committee**

The Student Performance Committee shall consist of five voting members of the faculty (who shall serve for two-year, staggered terms). The Assistant Dean of Student Affairs, the Executive Associate Dean, and the Director of the University Learning Enhancement & Academic Development (LEAD) Office shall serve as non-voting members of the Committee. The responsibilities of the Committee shall include: recommending policies and standards for students' academic performance, probation, suspension and readmission; reviewing student performance and professional conduct and advising students' faculty advisors in cases where counseling may be appropriate; recommending to the faculty the awarding of the degree of Doctor of Pharmacy upon satisfactory completion of all requirements for graduation as stated in the College Catalogue; and reviewing all cases involving academic suspension, grade appeals and allegations of academic or professional misconduct. All policy recommendations from the Committee are forwarded to the faculty; all recommendations concerning academic or disciplinary action are forwarded to the Dean.

**5. Faculty Orientation and Development Committee**

The Faculty Orientation and Development Committee shall consist of five voting members of the faculty who shall serve two-year staggered terms, two Department Chairs who serve as *ex-officio* members, and the Assistant Dean for Curricular Affairs, who shall serve as a non-voting member of the Committee. The Director of the Center for Academic and Professional Enhancement (CAPE) shall also be invited to serve as a non-voting member. The Committee will also consist of a Chair and a Chair Elect who are voting members of the committee. The Committee shall develop, review, implement, and monitor plans to orient new and continuing faculty to the mission and activities of the College; and recommend to the Dean's Council programs and resource needs for faculty development, including the effective and efficient use of educational technologies.

**6. Assessment Committee**

The Assessment committee shall consist of eight voting members of the faculty who shall serve for two-year staggered terms, with representation from the curriculum committee and both College departments. The Associate Dean for Assessment shall serve as an ex officio member of the committee and provide administrative support and guidance for committee priorities. The Dean through recommendations of the Student Liaison Committee will appoint students from each class (P1, P2, & P3) annually. Students will serve one-year terms as non-voting members. The Committee will also consist of a Chair and a Chair Elect who are voting members of the committee. The Committee shall be responsible for review and reaction to:

- evidence of professional and graduate program effectiveness;
- evidence of College strategic planning progress;
- continuous program quality improvement initiatives; and
- other required documentation for program assessment and accreditation.

Additionally, the Committee in conjunction with the Office of Institutional Research and Effectiveness shall coordinate the process of evaluation of College administrators.

**7. Student Liaison Committee**

Members of the Student Liaison Committee shall consist of the Dean (who shall serve as Chair), one voting member of the faculty who serves as a student organization advisor (appointed annually by the Dean), the Assistant Dean of Student Affairs, the President and Vice President of each class, and the President and Vice President of the pharmacy student professional organizations recognized by the University's Student Government Association. The Committee will also consist of a Chair and a Vice Chair who are voting members of the committee. The Committee shall serve in an advisory capacity to the Dean on matters affecting non-academic student affairs. It shall also serve as a communications link between the Students, the faculty and the Dean's Council.

## B. Elected Committees

### 1. Promotion and Tenure Committee

The College of Pharmacy voting faculty shall elect Committee members by mail or electronic ballot conducted by the Secretary prior to August 1 of each year. In the event of a resignation from the Committee, a new election will be held within one month of the vacancy to fill the vacancy on the Committee for the remainder of the unexpired term. The Promotion and Tenure (P&T) Committee serves as an advisory committee to the Dean and conducts peer review activities, in accordance with standards and guidelines established by the College and the University, for the purpose of recommending faculty members for promotion and/or tenure. The Committee shall also be responsible for maintaining the College's guidelines and standards for promotion and/or tenure.

The Committee shall consist of seven voting members of the faculty who hold the rank of Associate Professor or Professor, five of whom will have tenured status (three from the Department of Pharmaceutical Sciences and two from the Department of Pharmacy Practice and Administration) and the remaining two will be Non-Tenure Track (NTT) faculty members from the Department of Pharmacy Practice and Administration. The Dean and Department Chairs shall not be eligible for membership on the Committee. Each member shall be elected for a term of three years and may be re-elected; terms shall be staggered in order to ensure that one or two new members are elected each year. The Committee will also consist of a Chair and Chair Elect who are voting members of the committee. At no time can both the Chair and the Chair-Elect be NTT faculty members.

The Committee as a whole will be responsible for reviewing all dossiers for promotion (NTT faculty) and promotion and/or tenure for Tenure Track (TT) faculty. In addition, all tenured faculty members in the College of Pharmacy who are not members of the P&T Committee will provide input/recommendation for promotion and/or tenure for TT faculty. For NTT faculty review, all Associate Professors and Professors within the Department of Pharmacy Practice and Administration will be asked for input/recommendation.

The entire Committee will vote on a decision for promotion of an NTT faculty member; voting for promotion and/or tenure for TT faculty will be conducted only by the tenured faculty members on the Committee. In the event that an NTT faculty is the Chair of the

P&T committee, the Chair-Elect assumes the responsibilities of the Chair for voting on decisions regarding TT faculty members.

Faculty members who are candidates for promotion shall not serve on the Committee during the period of time in which their candidacy is under consideration.

**2. Policy Oversight Committee**

The Policy Oversight Committee is elected annually and shall consist of the Parliamentarian, who shall serve as Chair, and four other voting members of the faculty, with representation from each Department. The Committee will also consist of a Vice Chair who is a voting member of the committee. The Committee serves to:

- Develop College policy
- Continually review title changes to keep the Bylaws current
- Periodically review College policy and suggest changes
- Monitor College policy
- Adjudicate policy compliance

When appropriate, the faculty may request that the Committee develop and/or review College policy to assure conformity with current policy.

## IX. Dean's Council

Members of the Dean's Council shall consist of the Dean, who shall serve as Chair, each Associate, Assistant, or Vice Dean, each Department Chair, each Director, and the Chair of the Pharmacy Faculty Assembly. The Executive Associate Dean will serve as Vice Chair and will preside in the Dean's absence. The Dean's Council shall be responsible for the strategic planning activities of the College and act as an advisory body to the Dean on administrative matters. Minutes of all Dean's Council meetings shall be distributed to the faculty.

## X. Suspension of Rules

At any meeting of the faculty, the *Robert's Rules of Order* governing the conduct of the meeting may be suspended by two-thirds majority of the faculty, assuming that a quorum is present.

## XI. Amendments to Bylaws

Bylaws may be amended at any meeting of the faculty when a quorum is present, by a two-thirds majority vote, provided that a written notice of the proposed amendment and a statement of the purpose and effect of the proposed amendment are distributed to the faculty at least seven days prior to the meeting at which the amendment will be considered, or provided that the motion was originally presented at a previous faculty meeting.

Approved by the faculty on April 23, 1998.

Revised: July 30, 1998; August 20, 1998; August 19, 1999; January 13, 2000; September 7, 2000; October 17, 2002; July 17, 2003; November 20, 2003; November 9, 2006; February 22, 2007; June 28, 2007; June 18, 2009; September 16, 2010; June 21, 2011; June 21, 2012; June 20, 2013; December 4, 2014; December 3, 2015; March 16, 2017; June 15, 2017; 14 June 14, 2018