

Bylaws of the College of Pharmacy

Preamble

The purpose of these bylaws is to assist in the orderly conduct and governance of the professional and graduate affairs of the College of Pharmacy of the University of Arizona; to facilitate the performance of faculty duties and obligations; and to protect the rights and privileges of the faculty in accordance with the policies, rules, and regulations of the Arizona Board of Regents and the University.

It is the intent of these bylaws to assure close and harmonious collegial relationships among the faculty, student body, staff, academic professionals, and the administration of the college toward the accomplishment of common goals and objectives.

Article I. Name

The name of the organization will be the College of Pharmacy, The University of Arizona, hereinafter referred to as the college.

Article II. Organization

Section A. Composition

1. The membership of the faculty of the College of Pharmacy will include lecturers, instructors, assistant professors, associate professors, professors, and those whose titles above are preceded by "adjunct," "clinical," "emeritus," or "research."
2. The voting membership for college-level matters will consist of all benefits eligible faculty members with titles lecturer, instructor, assistant professor, associate professor, professor and those titles preceded by "clinical," "research," and "emeritus."
3. Members of the staff who are not members of the faculty will have the right to attend meetings as observers and may be granted the privilege of the floor in accordance with rules established by the faculty.
4. Students enrolled in the professional curriculum of the College of Pharmacy will comprise the professional student constituency. The graduate student constituency will consist of students enrolled in the Graduate College whose academic unit in which they are admitted include the Departments of Pharmacy Practice, Pharmaceutical Sciences, or Pharmacology/Toxicology.

Article III. Faculty

Section A. Functions

Subject to the powers and limits established by the university, college, departments, and the appropriate professional accrediting bodies, the faculty will be responsible for:

1. Setting the general standards for admission to continuing registration in and completion of the academic programs in the college.
2. Developing, recommending, implementing, and evaluating the various education and curricular, research, service, and continuing education programs of the college.
3. Recommending students as candidates for degrees.
4. Supporting, encouraging, and protecting the academic quality of the programs, faculty, and students of the college.
5. Deliberating and advising the dean on all appropriate matters.
6. Protecting the rights and privileges of the faculty and students of the college.
7. Formulating regulations concerning academic and nonacademic conduct of students, including criteria for promotions, procedures for grading, procedures regarding student honors, and means for handling infractions.
8. Investigating and conducting, upon request of the administration of the college, hearings on grievances and making findings and recommendations.

Section B. Titles

1. The order of faculty appointment from the highest to the lowest rank shall be: professor, associate professor, assistant professor, instructor, and lecturer.
2. Prefixes may be added to the rank designations. The titles "adjunct," "clinical," or "research" will signify such service. The choice of the appropriate prefix shall be the responsibility of the department head and the dean in consultation with the faculty. An individual whose rank designation includes either the prefix "adjunct," "clinical," or "research" may be considered for promotion (the title of the new rank to include the modifier adjunct, clinical, or research) but consideration for promotion is not required.
3. Emeritus is a faculty title used to designate honorable recognition of a faculty member retiring by reason of age, health, or service and may be recommended at the discretion of the dean after consultation with the college Executive Committee.
4. College administrators as used herein shall include the dean of the college, associate or assistant deans, department heads, and directors of recognized "centers."
5. Department administrators shall be the heads of each of the academic units of the college.

Section C. Academic Freedom

The academic freedom afforded the faculty of the college shall be consistent with the rights and privileges approved by the Board of Regents of The University of Arizona, delineated in the university Handbook for Appointed Personnel or supplements reflecting current policies.

Section D. Other Privileges and Obligations

Policies and procedures concerning other faculty privileges and obligations such as travel, retirement, awards, enrollment in university courses, patents, and leaves of absence including annual leave (vacation), sabbatical leave, sick leave, military leave, and leave without pay shall be consistent with university policy and consonant with all applicable laws. The administration of the college shall maintain, and make available to the faculty of the college, copies of all policies and procedures incumbent upon the faculty, and it shall be the responsibility of each member of the faculty to become conversant with such policies and procedures.

Article IV. Students

Section A. Student Council

1. The Student Council, College of Pharmacy, is an assembly of elected class representatives and the chairpersons of the various pharmacy student organizations. It serves as the liaison and communication link between the students and the college administration. As a body of constituent representatives, the Council contributes to the coordination and conduct of activities and matters related to interests of the College of Pharmacy and the University of Arizona.
2. The objectives of the Council shall be:
 - a. To foster, maintain, and enhance a cooperative and mutually beneficial and valued relationship among the College of Pharmacy students, faculty, administrators, and staff.
 - b. To coordinate student activities and regulate matters of student interest and welfare within the College of Pharmacy. Actions of the Council, taken in carrying out its intent, shall not infringe upon the responsibilities, rights, and functions of recognized organizational or administrative authority of the College of Pharmacy.
 - c. To serve as a forum for the dissemination and clarification of information.
3. The Graduate Student Council will act in an advisory role to the College Graduate Council. Students in each of the program tracks will elect a representative to the Graduate Student Council. The president of the Graduate Student Council will serve as the student representative to the Graduate Council.

Article V. Staff

Section A. Staff Advisory Council

1. The Staff Advisory Council within the College of Pharmacy is a group of elected staff representatives including a president, vice president, and records officer. It serves as the liaison between the administration, faculty, and staff regarding the role of the classified staff in the College of Pharmacy and thus promotes opportunities for improvement in staff support and the College of Pharmacy's mission.
2. The objectives of the council shall be:
 - a. To establish a set of bylaws for conducting business regarding the staff within the Staff Advisory Council.
 - b. To foster, maintain, and enhance a cooperative and mutually beneficial relationship between staff, faculty and administration of the College of Pharmacy.
 - c. To recommend policies and program for orientation and training opportunities for the classified staff.
 - d. To encourage mentoring and networking opportunities for classified staff.
 - e. To develop a process for staff recognition.
 - f. To recommend strategies to assist activities in career progression and development for all classified staff.
 - g. To represent staff at College of Pharmacy faculty meeting.

Article VI. Administration

Section A. College

1. The dean of the College of Pharmacy will serve as the chief administrative officer.
2. In the absence of the dean, the presiding officer of the college shall be an associate dean or assistant dean as designated by the dean.
3. The dean and the associate and/or assistant deans shall hereinafter be referred to as the college administration.
4. The department heads, the associate/assistant deans, directors, two elected faculty representatives, the president of the student council and one elected representative of the College of Pharmacy Staff Advisory Committee (COPSAC) will serve as the College of Pharmacy Executive Council to assist the dean in range-range planning in reviewing and recommending administrative and educational policies, and will propose changes to the faculty for consideration at faculty meetings.
5. The faculty representatives to the Executive Council shall act as liaisons between that body and the faculty. All members of the faculty, except those who are administrative members (i.e., associate and assistant deans, department heads) of the Executive Council, are eligible for

- election to faculty representative to the Executive Council. There shall be bi-annual elections within each of the two departments for a faculty representative to serve on the Executive Council.
6. The COPSAC representative to the Executive Council shall act as a liaison between that body and COPSAC. All members of COPSAC are eligible for election to COPSAC representative to the Executive Council. There will be bi-annual elections within COPSAC for a member to serve on the Executive Council.
 7. The president of the Student Council shall act as a liaison between the Executive Council and that body.
 8. The dean is the chief representative and executive officer of the college. He/she has general administrative authority over all college affairs. His/her responsibilities relate to strengthening the college and its programs to accomplish the primary goals established for the college. The dean establishes priorities for expenditures from the college budget. He/she is responsible for designating departments and other organizational concerns. He/she articulates the programs of the college to the university and to the professional and at-large community. The dean recommends all faculty promotions, tenure, and retention to the provost, having received recommendations from the college faculty status committee and the respective department heads. He/she appoints the associate dean, assistant deans, standing committees and their chairpersons. The dean appoints the department heads in the college with the assistance and recommendations of the ad hoc department head search committees.

Section B. Departments

1. Each department shall have a department head who shall have administrative responsibility for that unit and shall represent the department in relations with other departments of the college.
2. He/she shall provide leadership in all matters of policy determined by the faculty of the department and shall be responsible for administering the affairs of the department in accordance with these policies and those of the faculty of the college which the department serves and in accordance with general university policies. The department head is responsible for defining department interests in terms of the college goals and priorities.
3. The department head, either on his/her own responsibility or by delegation of responsibility to the committees, shall, subject to the authority of the dean, make decisions on such matters as but not limited to:
 - a. Establishing policies for expenditures from the department budget.
 - b. Approving class schedules for the department.
 - c. Assigning teaching responsibilities to the department faculty.

- d. Selecting department representatives to attend professional meetings.
 - e. Setting the time and frequency of department meetings at least once a month during the academic year.
 - f. With appropriate departmental faculty input, make recommendations for annual performance review, increases in salary, promotion, new and continuing appointments, and tenure.
 - g. Space allocation within the department.
4. The department head is responsible for representing the department during the process of formulating the college budget, to inform department faculty of the budget outcome, and, when necessary, to determine final department budget allocations after considering the needs of the department members.
 5. The department head is responsible for participating on the Executive Council of the college as a representative of the department. It is the responsibility of the department head to ensure the faculty have input in the administrative decisions regarding utilization of college resources, to maintain accountability for administrative decisions affecting resources, the setting of college priorities, and to enhance the cooperation and encourage collaboration among the departments.
 6. The department head is responsible for conveying departmental concerns and/or problems to the Executive Council and in reporting to the department decisions and directions taken by the Executive Council and the dean.
 7. The appointment of the department head shall be the responsibility of the dean of the college and will be reviewed on a yearly basis in accordance with university guidelines and procedures.
 8. Each department head may, with proper administrative approval, appoint from the voting faculty of the department, an individual who shall act for the department head in his/her absence.
 9. Standing committees shall be appointed for each of the college's departments by the respective department head. Members of these committees appointed will be comprised of departmental faculty and, where appropriate, staff. These committees are advisory in nature and will deal with but are not limited to course coordination, resource and space planning, faculty status, and research/ graduate affairs.

Section C. Centers

1. An academic organizational unit that emphasizes research (e.g., toxicology, pharmacoeconomics) and/or public service (e.g., poison and drug information) may be established and recognized as a center within the college in accordance with guidelines established by the Arizona Board of Regents ABOR Policy Manual (Article 2-302, revised 3/2/87). The center would reside administratively within the college; however,

- research, service, and instructional activities will reflect a multidisciplinary and university-wide collaboration.
2. Each center will have a center director who shall have administrative responsibility for that unit and shall represent the center in relations with other departments of the college.
 3. The center director, on his/her own responsibility, shall be subject to the authority of the dean, make decisions on such matters as, but not limited to:
 - a. Establishing policies for expenditures from the center budget.
 - b. Assign staff and administrative duties of the center staff.
 - c. Conduct public service and research activities in accordance with the center's mission and goals.
 - d. Make recommendations for annual performance review, increases in salary, advancement and promotion, hiring, continuing appointment.

Article VII. College Governance

Section A. Meetings

1. Meetings of the faculty of the College of Pharmacy will be of two types: regularly scheduled meetings and specially called meetings.
2. The dean of the College of Pharmacy will preside at meetings of the faculty. In case of absence of the dean, an associate or assistant dean will preside as designated by the dean.
3. The administrative associate to the dean of the College of Pharmacy will record and distribute the minutes of the faculty meetings.
4. The following rules will govern the conduct of meetings:
 - a. Both voting and nonvoting members of the College of Pharmacy faculty, including graduate assistants/associates, may attend faculty meetings. Faculty in related areas may be invited to attend.
 - b. Notification and agenda of regularly scheduled meetings of the faculty will be distributed to all faculty at least one week in advance. Faculty will receive notification of specially called meetings and agenda at least 24 hours in advance.
 - c. Meetings will be held at least twice during each regular academic semester.
 - d. Motions to be voted upon by the faculty can only be introduced in regard to business items actually appearing on the agenda. A vote on any motion by ballot procedure may be requested by any faculty member.
 - e. Minutes of all meetings will be distributed to each faculty member and such other persons as designated by the dean within two weeks of the meeting.

- f. A specially called meeting may be called in any one of the following ways: by the dean, by a standing committee, or by written request of ten percent of members of the faculty.
 - g. Faculty representatives to standing committees will be named prior to the first meeting of the academic year.
5. The following rules will govern voting:
- a. A majority of the voting members of the faculty will constitute a quorum. Decisions of the faculty will be reached by a majority of the voting members at any properly called meeting with a quorum present.
 - b. Normally, voting will be by show of hand, but any faculty member present may call for a vote by ballot to be taken during the meeting.

Section B. Parliamentary Authority

Except when otherwise provided in the Bylaws, all procedures will be in accord with Robert's Rules of Order, revised.

Article VIII. University Governance

Section A. Representatives

The college of pharmacy representative and the alternates to the Faculty Senate shall be elected by the college faculty from among individuals who are recognized by the university as having rights to vote in such election.

Section B. University Faculty Senate Representation

- 1. The duties of the representative shall be to represent the college in deliberations of the senate.
- 2. In the absence of the representative, the alternate may be appointed as representative protemp by the regular representative or in his/her failure to do so by the dean of the college. The alternate may only serve in an observer role in accordance with Faculty Senate Bylaws .

Section C. Appointment, Promotions, and Tenure

- 1. Appointment
 - a. Recommendations for all full-time appointments to the faculty of the college shall originate with the appropriate search committee within a given department with final approval by the dean and university provost. Recommendations for faculty appointment, if supported by the department faculty, department head, and dean, will be transmitted through the appropriate channels to the provost of the university.

- b. After final approval by the Board of Regents, letters of appointment by the president of the university and the appointee's letter of acceptance, together with other documents specified by university policy, shall constitute a contractual agreement.
 - c. Recommendations for voluntary or part-time appointment to the faculty of the college for faculty carrying an adjunct, clinical, or research faculty title shall be made by the head of the department concerned after appropriate consultation with faculty members of that department with final approval by the dean.
2. Promotion and Tenure
- a. Annually, the department head of each academic unit shall submit to the dean all recommendations for promotion of faculty members in his/her department with full-time, part-time, and voluntary appointment.
 - b. Recommendations for promotion of department heads shall originate with the dean.
 - c. Recommendations for faculty tenure will originate from the department faculty status committee; the department head will transmit these recommendations to the dean of the college, the college Faculty Status Committee, and to the University Standing Committee on Faculty Status. These recommendations on promotion will be transmitted by the dean of the college to the provost of the university.
 - d. Guidelines and procedures for promotion and tenure are found in the latest edition of the Handbook for Appointed Personnel of the University of Arizona.

Article IX. Standing Committees

Standing committees are appointed by the dean unless otherwise specified and are advisory to the dean of the college. The chair of each committee will be appointed by the dean annually unless otherwise specified. It shall be a policy of the College of Pharmacy to rotate membership of standing committees whenever feasible. The dean of the college or his/her designate serves as an ex-officio member of each standing committee without vote. Committees will meet as often as required to conduct committee business. Committee recommendations shall be circulated to the faculty at least one week in advance of their presentation to a faculty meeting. Committees shall keep minutes of their meetings which shall be available on request to any member of the faculty.

The College of Pharmacy Standing Committees will include the following:

Admissions

Curriculum

Faculty Status

Research Affairs

Computer and Information Services

Scholarship and Awards

Evaluation and Special Study

Graduate Council

The standing committees will function according to the purposes outlined below. Such committees will deal with policy or action matters of continuing concern to the faculty. Each committee will file a written report each May with the dean of the college.

Student representatives appointed to committees may vote on all matters that fall within the purview of the committee on which they serve, except those specifically excluded in current College of Pharmacy Bylaws. Student representatives to standing committees will be named no later than at the completion of the second week of the academic year.

Section A. Admissions Committee

The Admissions Committee evaluates the qualifications of applicants and recommends those selected for admission to the dean of the college. It recommends policies, requirements, and procedures for admission, evaluates the criteria and methods used for appraisal and selection of applicants and solicits the help of faculty and students with regard to the interviewing of applicants.

Section B. Curriculum Committee

The Curriculum Committee conducts systematic examinations of the present professional practice curriculum to identify material no longer relevant to the college goals, material not adequately covered in the curriculum and needed additions to the curriculum. It develops and revises the curriculum as needed for the professional program and presents these to the faculty for their consideration. The committee is also charged with reviewing and evaluating the educational program objectives of the college and advising in organizational and operation of professional educational programs.

Section C. Faculty Status Committee

The Faculty Status Committee serves as an advisory committee to the dean of the college. This committee will make recommendations to the dean with regard to faculty qualifications for appointment, retention, promotion, and tenure. This committee shall consist of tenured faculty members; they shall serve to assure that the procedures for appointment, retention, promotion, and tenure are conducted in accordance with the faculty personnel policies and procedures of the university and the Arizona Board of Regents' conditions of faculty service.

Section D. Research Affairs Committee

The Research Affairs Committee will assimilate research needs and directions for the College, evaluate and recommend research instrumentation or research personnel needed to fulfill the research missions of the College, and review research awards for the graduate students.

Section E. Computer and Information Services Committee

The Computer and Information Services Committee is responsible with implementing computer information technology into the instructional, research, service, and administrative activities of the college. This committee considers the needs for specific courses employing this technology determines when this technology could facilitate college functions, reviews information systems needs in the college, enhance computer literacy among the faculty, staff and students, and identifies resources that can be utilized for accomplishing our educational mission and goals.

Section F. Scholarship and Awards Committee

The Scholarship and Awards Committee advises on student scholarship awards, special recognition and honors; the committee participates in the planning and implementation of honors and commencement convocation day programs, develops criteria for acceptance and/or rejection of awards, identifies students and their achievements, publishes a list of honorees and award recipients and acknowledges donor contributions.

Section G. Evaluation and Special Study Committee

The committee is responsible for advising the dean and college on steps to take to evaluate the educational effectiveness of its programs, including: 1) teacher evaluation, 2) course evaluation, and 3) assessment of the economic and professional impact of the doctor of pharmacy graduates on patients and pharmaceutical care. The committee will assist, in an advisory capacity, department heads in the review of collegewide faculty effectiveness and course performance conducted on an annual basis.

Section H. Graduate Council

The Graduate Council is responsible for oversight of the graduate programs in the College of Pharmacy, including faculty membership in the graduate programs, recruitment plans, graduate program policies and procedures, and review board for graduate student performance and grievances. The Graduate Council will be chaired by the Assistant Dean for Research and Graduate Affairs and will be comprised of the directors of each of the graduate program tracks in the College. One graduate student representative will serve on the Council. The Council will appoint faculty sub-committees for the various program tracks to address recruitment, admissions, curricula, and student progress.

Section I. Other Committees of the College

The dean of the college shall have the power to appoint and dissolve, as occasions arise, ad hoc committees dealing with issues including but not limited to budget, student affairs, space, research, admissions, and accreditation. The composition and charge of such ad hoc committees shall be designated in writing by the dean.

Article X. Bylaws Adoption and Amendment

Section A. Adoption

These bylaws of the college shall become effective following adoption by a two-thirds majority vote cast in sealed, signed envelopes by the voting faculty of the college, either at a called meeting or by mailed ballot, and following approval by the provost and the president of the university.

Section B. Amendment

1. Any voting faculty member may offer amendment(s) to article(s) or section(s) of the bylaws. Proposed amendments to the bylaws shall be circulated to members of the faculty at least one month prior to any meeting at which they will be considered. Amendment(s), and rationale therefore, shall be stated specifically and so transcribed in the minutes of the faculty where that is proposed. The proposed amendment(s) may be discussed fully at the meeting, but no vote shall be taken.
2. The dean, or a committee appointed by the dean, shall study the proposed amendment(s) and the supporting rationale. Fourteen days before the next scheduled faculty meeting, the conclusions reached by the dean and/or committee regarding the operational consequences of the proposed amendment(s), together with the original amendment(s) as proposed, shall be distributed to each faculty member. At the meeting, the dean will verbally recapitulate, prior to the vote, the operational consequences of the proposed amendment(s). The amendment(s) will then be voted on by secret ballot. A two-thirds majority of voting faculty consent to change any bylaw shall be required for approval. Faculty

- approval or disapproval of the amendment(s) shall be recorded in the minutes of the faculty meeting.
3. Any amendment(s) thus approved by the faculty shall be transmitted by the dean through the appropriate administrative channels to the provost of the university.
 4. The amendment(s) in such form as may be approved by the provost of the university shall be the enabling act creating such amendment(s) as functional part(s) of the bylaws. These shall thereafter be the regulations governing the organization, procedures, and policies of the faculty of the college.
 5. Should changes in the bylaws be made necessary or mandatory by events outside the college, the faculty of the college shall be given the opportunity to consider the required amendment(s) and to make recommendations regarding these amendment(s) or to make alternate proposals.
 6. The Office of the Dean will prepare an updated bylaws copy to be distributed to every faculty member annually during the fall semester.

Bylaws previously approved by the Faculty of the College of Pharmacy on July 17, 1992; Article V. approved on August 22, 1995; Revision of Article VI. Section A: 4,5 approved on October 3, 1996. Revision of Article IV, Section A-3; Article IX; Article IX Sections C, D, and H; approved on November 21, 2003.