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BYLAWS
THE UNIVERSITY OF GEORGIA
COLLEGE OF PHARMACY

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Preamble

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The purpose of the Bylaws is to establish the framework for the faculty to participate in academic and other business decision-making processes of the College of Pharmacy. In pursuit of the mission of the College of Pharmacy and the spirit of cooperation and open communication, faculty are encouraged to offer comments, suggestions, criticisms, objections or otherwise participate in the decision making process.

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Article I:
Function, Faculty Membership, Organizational Officers and Governance

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Section A. Function of the Faculty

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The Faculty of the College of Pharmacy shall be responsible for the governance of its affairs including, but not restricted to, student policies, curricular matters, faculty promotion and tenure policies, and such operational policies as may be specified by the Bylaws.

Section B. Membership

All persons with academic, research or public service rank, holding a contractual appointment in an Academic Department or Division with the University of Georgia College of Pharmacy shall be considered members of the faculty of the College of Pharmacy. Regular full-time faculty members (probationary, tenured, clinical, public service, and academic professional) have full voting privileges in their respective departments, academic units and at meetings of the faculty. Such voting rights continue when the faculty member is on sabbatical leave, leave without pay, when teaching a reduced load or while on any other authorized leave. Temporary and part-time faculty members have no vote on personnel matters (e.g. promotion and tenure, sabbatical and judicial committee selections) or in the election of a department or division chairperson. However, part-time (at least 50% FTE) and temporary faculty have full voting privileges in all faculty matters not related to personnel issues. The Faculty Council may grant voting privileges to faculty who are less than 50% FTE upon petition by the faculty member.

Section C. Dean of the College of Pharmacy

The Dean of the College of Pharmacy is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed toward the successful completion of the role and mission of the College of Pharmacy. The Dean of the College of Pharmacy is appointed by and serves at the discretion of the President and Provost of the University of Georgia.

Section D. Administration of the College of Pharmacy

The Dean of the College of Pharmacy shall be assisted by other faculty and staff members who have been appointed to administer specific functions. These positions include: (1) Associate/Assistant Deans, (2) Business Manager, (3) Department and Associate Department Heads, and (4) other program administrators who may be appointed as Directors or Coordinators. Faculty and Staff administrators are appointed by and serve at the discretion of the Dean. Department Heads are appointed according to the Statutes of the University of Georgia and hold office at the pleasure of the President.

49 **Section E. Meetings of the Faculty**

50 Meetings of the faculty shall be convened at least once each semester. Additional meetings of the
51 faculty may be convened at the discretion of the Dean, or shall be called upon receipt by the Dean of a
52 signed petition from twenty percent (20%) of the faculty. Notice of such meetings must be announced
53 no later than five workings days after receipt of the petition.

54

55 A quorum for faculty meetings will be a simple majority of those eligible to vote. College business
56 cannot be conducted if a quorum is called and found lacking. All actions of the faculty to change the
57 Bylaws shall require an affirmative vote by a two-thirds majority of those present and voting. All other
58 actions of the faculty shall require an affirmative vote by a simple majority of the voting members
59 present.

60

61 Department Heads are to hold departmental meetings at least once each semester and/or more
62 frequently as is required to properly conduct the business of the department. A Departmental Scribe,
63 who may be appointed or elected by the department, shall take minutes of such meetings. Minutes
64 shall be duly prepared, recorded and distributed to the departmental faculty. Voting may be conducted
65 by absentee ballot, email, or secret ballot when required.

66

67 The Chairperson of the Faculty Council shall preside over all meetings of the College of Pharmacy
68 faculty or, in his/her absence, by another member of the faculty council designated by the Dean.
69 Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings, except as
70 otherwise specified in the Bylaws. The Faculty shall elect a Parliamentarian and a Secretary. The
71 Secretary will also serve as Chair-elect of the Faculty Council. At the last faculty meeting of the spring
72 semester, the Chair of the Faculty Council shall present one or more nominees for the office of (1)
73 Faculty Secretary and (2) Parliamentarian for the upcoming academic year. Additional nominations
74 may be received from the floor.

75

76 The faculty secretary shall attend all faculty meetings and take minutes that will be given to the chair
77 of the faculty council who will distribute them. In the event the secretary cannot attend the faculty
78 meeting, the secretary shall notify the chair of the faculty council who will appoint a faculty council
79 member temporary secretary.

80

81 The Dean and Faculty Council Chair shall prepare an agenda for each Faculty Meeting. Other
82 Standing Committees as outlined in Article II may forward additional items. The Faculty Secretary
83 shall prepare and distribute to the faculty: (1) an Agenda, at least five working days prior to the next
84 scheduled faculty meeting, and (2) Minutes, within five working days after each faculty meeting
85 during the academic year. Additional agenda items, defined as cause for concern for a faculty
86 member(s), may be placed on the Faculty Meeting Agenda upon presenting a signed, written
87 presentation, supported and signed by at least twenty percent (20%) of the faculty, to the Faculty
88 Secretary, at least five days prior to the meeting date.

89

90 **Section F. Executive Committee of the College of Pharmacy**

91 The Dean, Associate/Assistant Deans, and Academic Department Heads, and other unit administrators
92 shall constitute the Executive Committee of the College of Pharmacy. The Chairperson of this
93 committee shall be the Dean. The description of this committee is found in Article II of these Bylaws.
94 Summary of the Executive Meetings shall be kept and copies provided to all members of the faculty
95 via e-mail.

96

97 **Section G. Amendments**

98 Amendments to the Bylaws shall be presented in writing, to each member of the faculty, at least ten
99 working days prior to the next scheduled faculty meeting, as a "discussion" item, and then at the
100 following meeting as a "voting" item. To be adopted, amendments to the Bylaws shall require an
101 affirmative vote by a two-thirds majority of eligible members present and voting.
102

103 **Article II:**
104 **Committees**
105

106 **Section A: Enumeration and Classification of Committees**
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- 108 1. The College of Pharmacy Classification of Committees
- 109 a. Executive Committee
 - 110 b. Faculty Council
 - 111 c. Academic and Professionalism Committee
 - 112 d. Admissions Committee
 - 113 e. Assessment Committee
 - 114 f. College Promotion and Tenure Committee
 - 115 g. Computer and Technology Committee
 - 116 h. Continuing Education Committee
 - 117 i. Curriculum Committee
 - 118 j. Diversity and Multiculturalism Committee
 - 119 k. Facilities and Safety Committee
 - 120 l. Faculty Awards Committee
 - 121 m. Graduate Education Committee
 - 122 n. Scholarship and Awards Committee
 - 123 o. Student Wellness Committee
- 124
- 125 2. Special committees (*ad hoc*) that the Dean, Executive Committee or faculty deem appropriate
126 shall be created from time to time.
- 127 3. The Dean shall have the responsibility for maintaining a list of faculty appointments to
128 committees. The Dean shall appoint the membership to committees, unless otherwise specified
129 in committee descriptions, at the recommendation of the Faculty Council and Executive
130 Committee.
- 131 4. The Chairperson of each committee shall be elected by that committee from among committee
132 members in May of each year. A committee member may serve as chairperson no longer than
133 two consecutive years. The chairperson shall call the first committee meeting, which shall
134 include new committee members in August of the new academic year.
- 135 5. If a standing committee fails to elect a chair at the last meeting of the academic year, the Chair
136 from the previous year or, if the former Chair is retiring or leaving the College, a temporary
137 Chair appointed by the Dean will call the first meeting of the academic year no later than August
138 31st. At this meeting, the committee will attempt to elect a Chair from among the committee
139 members. If the committee fails to elect a Chair, the Dean will appoint a Chair from among the
140 committee members.
- 141 6. Committees shall meet regularly to conduct such business as necessary to fulfill their charge. In
142 issues requiring committee approval and vote, the Chair will abstain except to break a tie.
143 Substitutes may attend committee meetings in the absence of the committee member with the
144 exception of the Promotion and Tenure Committee.
145

146 **Section B: Description of Committees**

147 1. Executive Committee

148 a. Composition

- 149 i. The Dean, as the Chairperson of the Committee;
- 150 ii. The Department Head;
- 151 iii. Associate Department Heads;
- 152 iv. Associate and Assistant Deans;
- 153 v. Chair of the Faculty Council; and
- 154 vi. Others as appointed by the Dean.

155 b. Functions

- 156 i. To serve as an advisory committee to the Dean regarding matters
- 157 of College policy and special initiatives;
- 158 ii. To plan, develop, coordinate, monitor and control ongoing activities
- 159 and programs of the College of Pharmacy; and
- 160 iii. To review College budget and provide recommendations to the Dean
- 161 on resource allocation.

162

163 2. Faculty Council

164 a. Composition

- 165 i. One Assistant Professor or Assistant Clinical Professor; one Associate Professor or
- 166 Associate Clinical Professor; and one Professor or Clinical Professor from each
- 167 Department;
- 168 ii. Two faculty members from the Public Service Faculty;
- 169 iii. Two faculty members selected from the College at-large; and
- 170 iv. Dean and Associate Dean as nonvoting, ex-officio members.

171 b. Process

- 172 i. The Office of the Dean will conduct a secure election for the two at-large members
- 173 during April as required. The Office of the Dean will inform the Departments of the
- 174 outcomes of the election;
- 175 ii. The Departments will conduct an election during May to select the
- 176 departmental representatives including the at-large members and the
- 177 representatives to the Executive Committee;
- 178 iii. The results of the election will be reported to the Faculty Council;
- 179 iv. All members shall serve three year terms; and
- 180 v. The chair-elect is elected by the council at the first meeting of each academic year.

181 c. Functions

- 182 i. The chair, in cooperation with the Dean will call and conduct faculty
- 183 meetings;
- 184 ii. The chair-elect, with administrative support, will maintain the minutes of the council
- 185 and faculty meetings;
- 186 iii. Shall be responsible for maintaining By-Laws;
- 187 iv. Shall be responsible for maintaining the Policies and Procedures;
- 188 v. To promote faculty collegiality;
- 189 vi. To serve as advisory council to the Dean and as a conduit of information exchange
- 190 between the Dean and faculty;
- 191 vii. May grant voting privileges to faculty who are less than 50% time upon petition
- 192 by the faculty member;
- 193

- 194 viii. To act for the Faculty as a whole when quick response is required;
195 ix. To post minutes from meetings on the College Web site for a period of at least six (6)
196 years;
197 x. To receive reports from University Council Representatives on all pending actions
198 that require faculty input; and
199 xi. To receive reports from other College committees, when appropriate.
200

201 3. Academic and Professionalism Committee

- 202 a. Composition
- 203 i. Three faculty members from each academic department (CAP and PBS) and one from
204 either Continuing Education and Outreach or the Experience Programs will be
205 appointed by the Dean and will serve for 3 years;
206 ii. The Associate Dean will be a non-voting, ex-officio member; and
207 iii. For matters relating to professional competency and conduct, three professional
208 students in good academic standing will be appointed by the Dean to serve for a 1
209 year period.
- 210 b. Functions
- 211 i. To hear and act on student issues related to progression, professionalism, and
212 readmissions.
213 ii. To hear and act on issues regarding professional competency and conduct;
214 iii. To act on appeals from students requesting waiver of pre-requisite or co- requisites
215 of courses. This includes students with prior course work in a particular area;
216 iv. To act in an advisory capacity to the Associate Dean in matters involving student
217 academic performance and professional behavior, and
218 v. To report decisions to the Associate Dean.
219

220 4. Admissions Committee

- 221 a. Composition
- 222 i. At least six (6) voting members from the faculty who are appointed by the Dean for
223 a term of 3 years;
224 ii. One alumni voting member selected by the Dean;
225 iii. Three nonvoting professional pharmacy students, one in each of the first three years
226 of the professional program, who will be appointed by the Dean each year;
227 iv. The Assistant Dean for Student Affairs is an ex-officio nonvoting member; and
228 v. Additional faculty and/or alumni as needed to assist in the interview process upon the
229 request of the committee. These faculty/alumni will be "interviewing members" and, as
230 such, will participate in evaluating students and assigning an interview score.
- 231 b. Functions
- 232 i. To develop and implement criteria to admit the most qualified applicants;
233 ii. To collect and organize information from applicants;
234 iii. To interview applicants;
235 iv. To report admissions decisions to the Dean;
236 v. To communicate admission status to prospective pharmacy students; and
237 vi. To submit a summary of the admission process to the faculty, i.e., number of
238 applicants, average GPA, PCAT scores, and the number of applicants accepted into the
239 College.
240

- 241 5. Assessment Committee:
- 242 a. Composition
- 243 i. Seven (7) voting members of the faculty who are appointed by the Dean for a 3 year
- 244 term; two faculty members from each academic department (CAP and PBS), two
- 245 faculty members from the Division of Experience Programs, and one faculty member
- 246 from the Division of Non-traditional Education and Outreach;
- 247 ii. The Chair will be selected by current committee members or appointed by the Dean
- 248 only after a committee member is not successfully selected by the committee;
- 249 iii. Two professional students, in good academic standing will be appointed by the Dean
- 250 to serve for 1 year;
- 251 iv. The College of Pharmacy Director of Assessment will be a non-voting, ex- officio
- 252 member; and
- 253 v. The Curriculum Committee Chair or their designee will serve as a nonvoting, ex-officio
- 254 member to ensure flow of information between committees.
- 255 b. Functions
- 256 i. Administer and assess results of internal and external assessment
- 257 instruments/surveys to professional degree program students;
- 258 ii. Prepare an annual report of assessment of the professional degree program
- 259 curriculum.
- 260
- 261 6. College Promotion and Tenure Committee
- 262 a. Composition
- 263 i. The Promotion and Tenure Committee for the College of Pharmacy shall be appointed
- 264 by the Dean at the beginning of each academic year;
- 265 ii. Committee membership will consist of four tenured faculty at the professorial level
- 266 from each department and one faculty member at the professorial level from a closely
- 267 related unit outside the College of Pharmacy;
- 268 iii. Faculty on this committee will not take part in discussion or deliberation on a candidate
- 269 from their home department nor will they vote at the college level;
- 270 iv. The Dean shall call to order the meeting of the Promotion and Tenure
- 271 Committees and shall preside over the election of a chairperson;
- 272 v. The Chair shall conduct the meetings in accordance with current University of Georgia
- 273 Guidelines on Promotion and Tenure;
- 274 vi. The Dean shall appoint a Clinical Track faculty member at the rank of Clinical
- 275 Professor or at a rank, at or higher than the rank that candidate(s) is/are being considered
- 276 for as an Ad-Hoc (non-voting) member of the College Promotion and Tenure
- 277 Committee to assist the committee in the evaluation of Clinical Track faculty seeking
- 278 promotion; and
- 279 vii. The Dean or his/her representative shall be an ex-officio nonvoting member.
- 280 b. Functions
- 281 i. To review all recommendations and dossiers of faculty which have been forwarded by
- 282 their home department and vote in accordance with University policy;
- 283 ii. To record and provide to the candidate, in writing with the tally of the committee's
- 284 vote, as well as its rationale for affirming or reversing the department's decision(s) on
- 285 promotion and/or tenure;
- 286 iii. To provide a vote tally and recommendation to the Dean on the qualifications of each
- 287 candidate for promotion and/or tenure. The recommendations of this committee will be
- 288 included as part of the dossier, and
- 289

290 iv. To perform Post-Tenure Reviews through subcommittees appointed by the
291 Chairperson of the Promotion and Tenure Committee according to the University
292 Post-Tenure Review Guidelines and Post-Tenure Review Policy for the College of
293 Pharmacy.
294

295 7. Computer and Instructional Technology Resource Committee

296 a. Composition

- 297 i. Two members of each academic department (CAP and PBS) and one from
298 Continuing Education and Outreach Division representing teaching and research
299 interests of the faculty;
300 ii. One representative each from the technology support group, the learning services
301 group (Millikan Educational Research Center) and the Webmaster; and
302 iii. One graduate student and one professional student.
303 b. Functions
304 i. To make recommendations to the technology support group and to the Dean
305 concerning new technologies required by the faculty and/or administration;
306 ii. To be informed of any proposed substantial changes affecting the College of
307 Pharmacy computers, instructional technology, and networking services offered to the
308 College. Examples that must be communicated to the committee include:
309 a) Changes to the network software and hardware;
310 b) Changes to instructional technology resources;
311 c) Creation, termination, and reassignment of technology support personnel positions;
312 and
313 iii. To assist in the dissemination of information regarding substantial changes to
314 technology services.
315

316 8. Continuing Education Committee

317 a. Composition

- 318 i. Six (6) faculty members that are 2 each of tenure track, clinical track, and public service
319 track, with at least one from a distant campus; and
320 ii. The Director of the Office of Postgraduate Continuing Education and Outreach serves as
321 ex-officio member;

322 b. Functions

- 323 i. To provide academic oversight to the Office of Continuing Education and
324 Outreach;
325 ii. To advise the office on the direction of continuing education and outreach
326 programming and program budgets;
327 iii. To coordinate with the Continuing Education and Outreach Advisory Committee in
328 review of needs assessments and activity planning, if needed; and
329 iv. To meet biannually with agenda set by the chairperson in consultation with the
330 director.
331

332 9. Curriculum Committee

333 a. Composition

- 334 i. The Associate Dean for the Professional Program is a nonvoting, ex-officio member
335 and shall serve as the permanent Secretary to the Committee;
336 ii. A minimum of 3 members of the faculty from each academic department who are
337 appointed to this committee by the Dean. The representation between departments shall
338 be equal with no more than 12 total faculty members on the committee;

- 339 iii. One College of Pharmacy alumni selected by the Dean;
- 340 iv. Two nonvoting professional pharmacy students nominated by the Dean's Student
- 341 Advisory Council; and
- 342 v. The Assessment Committee Chair or their designee will serve as a nonvoting, ex-officio
- 343 member to ensure flow of information between committees.
- 344 b. Functions
- 345 i. To conduct a continuing appraisal and evaluation of the current pre- pharmacy and
- 346 professional curricula in the College of Pharmacy;
- 347 ii. To develop recommendations of curricular revision, additions and other
- 348 alterations to assure optimal student learning and outcomes;
- 349 iii. To report its minutes and recommendations to the Faculty, and
- 350 iv. To accomplish this essential goal and purpose, this committee shall have both the
- 351 responsibility and right to:
 - 352 a) Evaluate new course and course change applications that originate in the College
 - 353 of Pharmacy;
 - 354 b) Review the content of individual and collective courses as to the completeness and
 - 355 contemporary nature of the content, and contribution to the breadth, depth and value
 - 356 to the total curriculum, according to the expected competencies of students
 - 357 completing each course, and
 - 358 c) Develop and sponsor programs to encourage and reward faculty for innovative
 - 359 teaching, educational research, and for the development of innovative new
 - 360 course offerings or mechanisms to enhance student learning.

361

362 10. Diversity and Multiculturalism Committee

- 363 a. Composition
- 364 i. Five (5) voting members of the faculty who are appointed by the Dean for a 3 year term.
- 365 One faculty member from each department, (PBS & CAP), one faculty member from
- 366 the Division of Experience Programs, one faculty member from the Division of
- 367 Nontraditional Education and Outreach, and one faculty member at large. The chairman
- 368 will be selected by current committee members, or, appointed by the Dean only after a
- 369 committee member is not successfully selected by the committee;
- 370 ii. One graduate student selected by the Graduate Education Committee;
- 371 iii. One professional pharmacy student (2nd year or above), in good academic standing,
- 372 who will be appointed by the Dean;
- 373 iv. One full-time staff member selected by the staff council;
- 374 v. One Preceptor; and
- 375 vi. The Diversity Programs Coordinator is ex-officio.
- 376 b. Functions:
- 377 i. To consult with and inform the College on recruitment, admission, and retention of
- 378 graduate and professional pharmacy students, faculty, staff, and administrators from
- 379 underrepresented populations;
- 380 ii. To develop programs to assure collegiality among the diverse groups within the
- 381 College based on current multicultural trends, and after consulting with the
- 382 College/Dean on multicultural initiatives and subject matter extant in College-wide
- 383 programs.
- 384

385 11. Facilities and Safety Committee

386 a. Composition

- 387 i. One faculty member shall be appointed from each department and shall be selected
388 in a manner acceptable to the faculty of the department;
- 389 ii. The College Business Manager shall serve on the committee;
- 390 iii. The Logistical Support Manager shall serve on the committee;
- 391 iv. The Safety Officer shall serve on the committee;
- 392 v. One staff member shall be appointed from each department;
- 393 vi. One graduate student from each department shall be appointed to the
394 committee; and
- 395 vii. One professional student shall be appointed by the committee.

396 b. Functions

- 397 i. The primary responsibility of the committee is to be a channel of communication
398 between the various departments of The University Public Safety Division and the
399 departments of the College;
- 400 ii. To provide information to each department in the College with regard to: Crime
401 Prevention, Support Services, Environmental Safety Services, Hazardous Materials
402 Program, Right to Know, and accessibility and support services for handicapped
403 individuals;
- 404 iii. To arrange for proper training of faculty, staff, and students with regard to safety;
405 and
- 406 iv. To review the facilities of the College on an annual basis and make recommendations
407 to the Dean regarding classrooms, laboratories and offices.
408

409 12. Faculty Awards Committee

410 a. Composition

- 411 i. The committee shall consist of the two department heads and three faculty members.
412 Each department CAP, PBS and Public Service shall be represented;
- 413 ii. The Dean or his/her representative shall be an ex-officio member;
- 414 iii. Each faculty member will be appointed by the Dean to serve for a period of three
415 years.

416 b. Functions

- 417 i. To collect and disperse to the faculty information concerning currently available
418 awards;
- 419 ii. To keep a current file of available awards, application forms, deadlines for awards;
- 420 iii. To identify faculty who meet the criteria/eligibility for available awards;
- 421 iv. To encourage and assist in the application for awards; and
- 422 v. To nominate faculty for awards on behalf of the College when appropriate.
423

424 13. Graduate Education and Curriculum Committee

425 a. Composition

- 426 i. Graduate coordinators from each academic department with voting rights;
- 427 ii. Four other members representing the 3 graduate programs in the college who are on the
428 graduate faculty and who have been involved in various aspects of graduate education;
- 429 iii. One graduate Alumnus from the College of Pharmacy selected by the Graduate
430 Coordinators;
- 431 iv. One graduate student from each department; and
- 432 v. Faculty members shall be appointed by the Dean.
433

- 434 b. Functions
435 i. Oversee and promote all aspects of graduate student events;
436 ii. Judging and presenting the La Rocca Award; and
437 iii. Evaluate new graduate course and course change applications that originate in the
438 College of Pharmacy.
439

440 14. Scholarship and Awards Committee

- 441 a. Composition
442 i. Two (2) faculty members from each academic department;
443 ii. One member from each of the 2+2 hosting sites; and
444 iii. Up to two (2) retired faculty members appointed by the Dean.
445 b. Functions
446 i. To seek nominations and applications for awards and scholarships;
447 ii. To use information, applications and nominations supplied by students and faculty;
448 iii. To utilize this information where appropriate according to guidelines of a particular
449 award; and
450 iv. Select students for each award and recommend the recipients to the Dean.
451

452 15. Student Wellness Committee

- 453 a. Composition
454 i. One faculty member from the Athens campus;
455 ii. One faculty member from a distant campus;
456 iii. One faculty member at-large;
457 iv. Four students selected by the chair, to include one each from the distant
458 campuses;
459 v. Two members of the committee should rotate off every three years.
460 b. Functions
461 i. To assure that students with impairment due to chemical dependency receive
462 intervention and treatment per College policy;
463 ii. To identify students with potential problems;
464 iii. To provide student education concerning drug/chemical dependency; and
465 iv. To keep records of the activity of this committee confidential to the fullest extent of
466 the law.
467

468 Version as of 11/18/2000

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