

**University of Georgia
College of Pharmacy
Pharmacy Advisory Board
Policy and Procedures**

Introduction:

The University of Georgia College of Pharmacy Advisory Board (Board) was established in 2000 as a means to realize our vision “to become a preeminent institution and be ranked among the national/international leaders in recognition of the College’s achievements in Pharmacy and Graduate Education, Pharmacy Practice, Biomedical and Clinical Research and Service.” The Board consists of representatives from the various pharmacy disciplines as well as key pharmaceutical sciences areas.

Mission:

The mission of the Pharmacy Advisory Board is to provide specific advice and support, as requested by the Dean or his designee, to the University of Georgia College of Pharmacy to advance its programs, faculty and students.

Membership:

1. All members of the Board shall be appointed by the Dean with consideration of recommendations from current Board members, as well as other College stakeholders.
2. The number of members shall generally range from 12-15 members, at the Dean’s discretion. The Dean shall strive to have a diversity of pharmacy disciplines and other key pharmaceutical sciences areas represented on the Board.
3. Appointments to the Board shall be for 3-year terms. Members may serve additional terms at the Dean’s discretion.
4. The Chair of the Pharmacy Advisory Board will be appointed by the Dean, and shall serve a 2-year term. The Chair can be renewed for a maximum of one additional term.
5. If any member of the Board develops a conflict of interest in serving on the Board the member shall resign or the Chair may in consultation with the Dean remove the member from Board.
6. Members who do not meet their obligations as described by these policies may be removed from the Board by the Chair in consultation with the Dean.
7. The Dean of the UGA College of Pharmacy shall be an ex-officio member of the Board.

Meetings:

1. The Board shall meet 1-2 times a year.
2. The meetings shall generally consist of one full day (~8:30 a.m. – 5:00 p.m.) and one half-day (8:30 a.m. – 1:00 p.m.). Board members may, at their discretion, arrive a day in advance to participate in a pre-meeting dinner. The location of the Board meetings shall be determined by the Dean.
3. Conference calls on specific issues may be held between annual meetings to facilitate the work of the Board and to maintain the momentum of decisions and action items. When appropriate, decisions will be made by conference calls.
4. Meeting agendas will be established by the Dean in consultation with the Chair and will include issues raised by both the College and the Board members.
5. Minutes of each meeting shall be taken by a UGA College of Pharmacy representative. Minutes shall be circulated to the members after the meeting, and approved at the next meeting. Minutes shall be retained within the UGA College of Pharmacy.
6. Board meetings will be run according to Robert’s Rules of Order. All decisions resulting from meetings of the Board will be advisory to the Dean.

Chair's responsibilities

1. Act as counsel to the Dean.
2. Shall provide consultation to the Dean in setting the Agenda.
3. Preside over the Board meetings.
4. Call upon members of the Board, when required, for special activities.
5. Review minutes and forward them to the Board members for approval.
6. Appoint committees.
7. Enforce the policies and procedures of the Board.
8. Represent the Board internally and externally to the College as needed.

Board members responsibilities

1. Attend meetings on a regular basis. Absence from two consecutive meetings may result in revocation of membership by the Chair, in consultation with the Dean.
2. Between meetings, Board members shall serve, as needed, on ad hoc committees dealing with issues identified by the College as strategic to its future.
3. Board members may occasionally be asked to prepare brief presentations regarding specific topics to inform UGA College of Pharmacy faculty, students, staff and fellow members.
4. Act on all action items presented on the agenda (i.e., approval of minutes). If conflict of interest presents itself on any action item, members are expected to recuse themselves from discussion and vote.
5. The Board will offer guidance and make recommendations on topics that may include, but are not limited to, those listed below:
 - Workforce development issues:
 - The training and skills that employers are looking for;
 - Optimizing real-world workforce preparation;
 - Identification of pertinent health care industry challenges and priorities;
 - Academic issues – curriculum development and accreditation, faculty recruitment and retention;
 - External Affairs – assist the College in developing strategies to cultivate and engage alumni, corporations, and other friends into a long-standing relationship with the College;
 - Assist the College in strategic planning;
 - Make recommendations regarding future research directions for the College of Pharmacy;
 - Assist the College in developing strategies in disseminating information about the College, its programs, faculty, staff and students;
 - Assess the quality of existing programs and services;
 - Assess direction and quality of our research;
 - Review prerequisites to the College of Pharmacy and admission criteria; how students are being evaluated and managed (outcomes and assessment issues); and
 - Assist the College in identifying the necessary human, financial, and physical resources needed to deliver a high quality, nationally competitive, fully accredited pharmacy program and research program.

Modifications to these policies and procedures:

- Changes to these policies and procedures shall be made by the Dean in consultation with the Board members.