

BYLAWS
THE UNIVERSITY OF GEORGIA
COLLEGE OF PHARMACY

Preamble

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.

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

Section A. Function of the Faculty

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 faculty rank, holding a contractual appointment in a Unit 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 have full voting privileges in their respective departments, 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) Senior Director of Finance and Administration, (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. The academic departments are the Department of Clinical and Administrative Pharmacy (CAP) and the Department of Pharmaceutical and Biomedical

Sciences (PBS). Department Heads are appointed according to the Statutes of the University of Georgia and hold office at the pleasure of the President.

Section E. Meetings of the Faculty

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

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

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

The Chairperson of the Faculty Council shall preside over all meetings of the College of Pharmacy faculty or, in his/her absence, by another member of the faculty council designated by the Dean. Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings, except as otherwise specified in the Bylaws. The Faculty shall elect a Parliamentarian. At the last faculty meeting of the spring semester, the Chair of the Faculty Council shall present one or more nominees for the office of Parliamentarian for the upcoming academic year. Additional nominations may be received from the floor.

The Dean and Faculty Council Chair shall prepare an agenda for each Faculty Meeting. Other Standing Committees as outlined in Article II may forward additional items. The Faculty Council, in concert with the Dean's Office, shall prepare and distribute to the faculty: (1) an agenda, at least five working days prior to the next scheduled faculty meeting, and (2) minutes, within five working days after each faculty meeting during the academic year. The Dean's Office will provide support for taking minutes at faculty meetings. Additional agenda items, defined as cause for concern for a faculty member(s), may be placed on the Faculty Meeting agenda upon presenting a signed, written presentation, supported and signed by at least 20% of the faculty, to the Faculty Council Chair, at least five days prior to the meeting date.

Section F. Executive Committee of the College of Pharmacy

The Dean, Associate/Assistant Deans, and Academic Department Heads, other unit administrators and Chair of the Faculty Council shall constitute the Executive Committee of the College of Pharmacy. The Chairperson of this committee shall be the Dean. The description of this committee is found in Article II of these Bylaws. Summaries of the Executive Meetings shall be kept and provided to all members of the faculty.

Section G. Amendments

Amendments to the Bylaws shall be presented in writing, to each member of the faculty, at least ten working days prior to the next scheduled faculty meeting, as a "discussion" item,

and then at the following meeting as a "voting" item. To be adopted, amendments to the Bylaws shall require an affirmative vote by a two-thirds majority of eligible members present and voting.

Article II: Committees

Section A: Enumeration and Classification of Committees

1. The College of Pharmacy Classification of Committees
 - a. Executive Committee
 - b. Faculty Council
 - c. College Promotion and Tenure Committee
 - d. Computer and Technology Committee
 - e. Continuing Professional Development Committee
 - f. Diversity and Multiculturalism Committee
 - g. Facilities and Safety Committee
 - h. Faculty Awards Committee
 - i. PharmD Academic and Professionalism Committee
 - j. PharmD Admissions Committee
 - k. PharmD Assessment Committee
 - l. PharmD Curriculum Committee
 - m. PharmD Scholarship and Awards Committee
 - n. PharmD Student Wellness Committee
 - o. Undergraduate and Graduate Education and Curriculum Committee
2. Special committees (*ad hoc*) that the Dean, Executive Committee or faculty deem appropriate shall be created from time to time.
3. The Dean shall have the responsibility for maintaining a list of faculty appointments to committees. The Dean shall appoint the committee members for staggered three year terms, unless otherwise specified in committee descriptions, at the recommendation of the Faculty Council and Executive Committee.
4. The Chairperson of each committee shall be elected by that committee from among faculty committee members in May of each year. A committee member may serve as chairperson no longer than two consecutive years. The chairperson shall call the first committee meeting, which shall include new committee members in August of the new academic year.
5. If a standing committee fails to elect a chair at the last meeting of the academic year, the Chair from the previous year or, if the former Chair is retiring or leaving the College, a temporary Chair appointed by the Dean will call the first meeting of the academic year no later than August 31st. At this meeting, the committee will attempt to elect a Chair from among the committee members. If the committee fails to elect a Chair, the Dean will appoint a Chair from among the committee members.
6. Student committee members shall serve one-year terms. Professional students shall be appointed by the Assistant Dean for Student Affairs, and graduate/undergraduate students shall be appointed by the Associate Dean for Science Education, Research, and Technology. Students must be in good academic standing to serve on committees.
7. Committees shall meet regularly to conduct such business as necessary to fulfill their charges. In issues requiring committee approval and vote, the Chair will abstain except

to break a tie. Substitutes may attend committee meetings in the absence of the committee member with the exception of the Promotion and Tenure Committee.

Section B: Description of Committees

1. Executive Committee

a. Composition

- i. The Dean, as the Chairperson of the Committee;
- ii. Department Heads and other Units Administrators;
- iii. Associate Department Heads;
- iv. Associate and Assistant Deans;
- v. Chair of the Faculty Council; and
- vi. Others as appointed by the Dean.

b. Functions

- i. To serve as an advisory committee to the Dean regarding matters of College policy and special initiatives; and
- ii. To report on and monitor ongoing activities and programs in the College of Pharmacy.

2. Faculty Council

a. Composition

- i. One assistant-level faculty; one associate-level faculty; and one senior-level faculty member from each academic department (CAP and PBS);
- ii. Two faculty members from the Division of Experience Programs; and
- iii. Two faculty members selected from the College at-large.
- iv. Faculty with voting privileges are eligible for this committee if they do not hold administrative positions (*i.e.*, members of the Executive Committee with the exception of the Chair of the Faculty Council) and are at least 50% FTE; and
- v. The Dean and Associate Deans are nonvoting, *ex-officio* members.

b. Process

- i. The Office of the Dean will conduct a secure election for the two at-large members during April as required. The Office of the Dean will inform Faculty Council and Unit Heads of the election results;
- ii. The Units will conduct an election during May to select the unit representatives;
- iii. If a member is unable to fulfill his or her term or becomes ineligible for committee membership, the position will remain vacant and will be filled during the next regular election according to the process previously described; and
- iv. The results of the election will be reported to the Faculty Council.

c. Functions

- i. To call and conduct faculty meetings (responsibility of the Chair in cooperation with the Dean);
- ii. To maintain the minutes of the Council and faculty meetings;
- iii. To maintain Bylaws;
- iv. To maintain Policies and Procedures;
- v. To promote faculty collegiality;
- vi. To serve as advisory council to the Dean and as a conduit of information exchange between the Dean and faculty;
- vii. To consider requests for granting voting privileges to faculty who are less

offered to the College. Examples that must be communicated to the committee include:

- a) Changes to the network software and hardware;
 - b) Changes to instructional technology resources;
 - c) Creation, termination, and reassignment of technology support personnel positions; and
- iii. To assist in the dissemination of information regarding substantial changes to technology services.

5. Continuing Professional Development Committee

a. Composition

- i. Six faculty members with a majority being licensed pharmacists and at least one from an extended campus;
- ii. One professional student; and
- iii. The Director of Continuing Professional Development and Outreach is a nonvoting, ex-officio member.

b. Functions

- i. To serve in an advisory capacity to the Office of Continuing Professional Development and Outreach in review of needs assessments and activity planning, if needed;
- ii. To meet biannually with agenda set by the Chair in consultation with the Director of Continuing Professional Development and Outreach; and
- iii. To provide academic oversight of co-curricular activities for student pharmacists.

6. Diversity and Multiculturalism Committee

a. Composition

- i. Five faculty members; at least one from each academic department (CAP and PBS) and at least one from an extended campus;
- ii. One undergraduate or graduate student;
- iii. One professional student;
- iv. Two full-time staff members selected by the Staff Council; and
- v. The Diversity Programs Coordinator or his or her designee is a nonvoting, ex-officio member.

b. Functions:

- i. To consult with and inform the College on recruitment, admission, and retention of undergraduate, graduate and professional pharmacy students, faculty, staff, and administrators from underrepresented populations;
- ii. To develop programs to encourage collegiality among the diverse groups within the College that are aligned with community, College/Dean, and University multicultural initiatives.

7. Facilities and Safety Committee, Athens Campus

a. Composition

- i. One faculty member from each academic department (CAP and PBS); and
- ii. The College Business Manager;
- iii. The Facilities Manager;
- iv. One staff member from each academic department (CAP and PBS);

- v. One graduate student from each academic department (CAP and PBS);
 - vi. One professional student; and
 - vii. The Associate Dean for Science Education, Research, and Technology is a nonvoting, ex-officio member.
- b. Functions
- i. To be a channel of communication between the various departments of the University Public Safety Division and the College;
 - ii. To provide information to the College with regard to: Crime Prevention, Support Services, Environmental Safety Services, Hazardous Materials Program, Right to Know, and accessibility and support services for handicapped individuals;
 - iii. To arrange for proper training of faculty, staff, and students with regard to safety; and
 - iv. To review the facilities of the College on an annual basis and make recommendations to the Dean regarding classrooms, laboratories and offices.
 - v. For extended campuses, the functions for which this committee is responsible will be managed by the Office of the Dean.

8. Faculty Awards Committee

- a. Composition
- i. Three faculty members; one from each academic department (CAP and PBS) and one non-tenure, non-clinical track faculty member; and
 - ii. Department and Division Heads; and
 - iii. The Dean or his or her designee is a nonvoting, ex-officio member.
- b. Functions
- i. To collect and disperse to the faculty information concerning currently available awards;
 - ii. To keep a current file of available awards, application forms, deadlines for awards;
 - iii. To identify faculty who meet the criteria/eligibility for available awards;
 - iv. To encourage and assist in the application for awards; and
 - v. To nominate faculty for awards on behalf of the College when appropriate.

9. PharmD Academic and Professionalism Committee

- a. Composition
- 1. Three faculty members from each academic department (CAP and PBS) and one from Experience Programs; and
 - 2. The Associate Dean is a nonvoting, ex-officio member; and
 - 3. For matters relating to professional competency and conduct, one professional student from each of the first three professional years.
- b. Functions
- i. To hear and act on student issues related to progression, professionalism, and readmissions;
 - ii. To hear and act on issues regarding professional competency and conduct;
 - iii. To act on appeals from students requesting waiver of pre-requisite or co-requisites of courses, including students with prior course work in a particular area;
 - iv. To act in an advisory capacity to the Associate Dean in matters involving student academic performance and professional behavior; and

- v. To report decisions to the Associate Dean.

10. PharmD Admissions Committee

- a. Composition
 - i. At least six voting faculty members;
 - ii. One nonvoting, professional student from each of the first three professional years;
 - iii. The Assistant Dean for Student Affairs and the Director of Recruitment and Career Development are nonvoting, ex-officio members; and
 - iv. Additional faculty members as needed to assist in the interview process upon the request of the committee. These faculty members will be "interviewing members" and, as such, will participate in evaluating students and assigning an interview score.
- b. Functions
 - i. To develop and implement criteria to admit the most qualified PharmD student applicants;
 - ii. To collect and organize information from applicants;
 - iii. To interview applicants;
 - iv. To report admissions decisions to the Dean;
 - v. To communicate admission status to prospective pharmacy students; and
 - vi. To submit a summary of the admission process to the faculty (*i.e.*, number of applicants, average GPA, PCAT scores, and the number of applicants accepted into the College).

11. PharmD Assessment Committee

- b. Composition
 - iv. Five voting faculty members; two from each academic department (CAP and PBS) and one from the Division of Experience Programs;
 - v. Two professional students;
 - vi. The College of Pharmacy Director of Assessment and the Director of Continuing Professional Development and Outreach are nonvoting, ex-officio members; and
 - vii. The Curriculum Committee Chair or his or her designee is a nonvoting, ex-officio member to ensure flow of information between committees.
- c. Functions
 - viii. To administer and assess results of internal and external assessment instruments/surveys to PharmD students; and
 - ix. To prepare an annual report of assessment of the PharmD curriculum.

12. PharmD Curriculum Committee

- a. Composition
 - i. A minimum of 3 faculty members from each academic department (CAP and PBS) and from the Division of Experience Programs. The representation between units shall be equal with no more than 12 total faculty members on the committee;
 - ii. One nonvoting, professional student from each of the first three professional years; and
 - iii. The Associate Dean, PharmD Assessment Committee Chair or his or her designee, and the Director for Interprofessional Education or his or her

designee are nonvoting, ex-officio members.

b. Functions

- i. To conduct a continuing appraisal and evaluation of the current pre-pharmacy and professional curricula in the College;
- ii. To develop recommendations of curricular revision, additions, and other alterations to assure optimal student learning and outcomes;
- iii. To report its minutes and recommendations to the faculty; and
- iv. To accomplish this essential goal and purpose, this committee shall have both the responsibility and right to:
 1. Evaluate new PharmD course and course change applications that originate in the College;
 2. Review the content of individual and collective courses as to the completeness and contemporary nature of the content, and contribution to the breadth, depth, and value to the total curriculum, according to the expected competencies of students completing each course;
 3. Develop and sponsor programs to encourage and reward faculty for innovative teaching, educational research, and for the development of innovative new course offerings or mechanisms to enhance student learning; and
 4. Monitor and evaluate the Interprofessional Curriculum.

13. PharmD Scholarship and Awards Committee

a. Composition

- i. Four faculty members from the Athens campus; and
- ii. One faculty member from each extended campus with professional students.

b. Functions

- i. To seek nominations and applications for awards and scholarships;
- ii. To use information, applications, and nominations supplied by students and faculty;
- iii. To utilize this information where appropriate according to guidelines of a particular award; and
- iv. To select students for each award and recommend the recipients to the Dean.

14. PharmD Student Wellness Committee

a. Composition

- i. One faculty member from the Athens campus;
- ii. One faculty member from each extended campus with professional students;
- iii. One faculty member at-large; and
- iv. One professional student from each extended campus.

b. Functions

- i. To assure that students with impairment due to chemical dependency receive intervention and treatment per College policy;
- ii. To identify students with potential chemical dependency problems;
- iii. To provide student education concerning drug/chemical dependency; and
- iv. To keep records of the activity of this committee confidential to the fullest extent of the law.

15. Undergraduate and Graduate Education and Curriculum Committee

a. Composition

- i. Graduate coordinators from each academic department with voting rights;
 - ii. Four other members representing the 3 graduate programs in the college who are on the graduate faculty and who have been involved in various aspects of graduate education;
 - iii. One graduate student from each academic department (CAP and PBS);
 - iv. One undergraduate student; and
 - v. The Associate Dean for Science Education, Research, and Technology is a nonvoting, ex-officio member.
- b. Functions
- i. Oversee and promote all aspects of undergraduate and graduate student events; and
 - ii. Evaluate new undergraduate and graduate course applications, as well as undergraduate and graduate course change applications that originate in the College.

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