

**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 chair. 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) Directors, (3) Department and Associate/ Assistant 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 Chair of Faculty Council shall preside over all meetings of the College of Pharmacy faculty or, in their 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 ten 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, Academic Department Heads, additional unit administrators as determined by the Dean, and Chair of the Faculty Council shall constitute the Executive Committee of the College of Pharmacy. The Chair 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. Inclusive Excellence Committee
  - e. Facilities and Technology Committee
  - f. Faculty and Staff Awards Committee
  - g. PharmD Academic and Professionalism Committee
  - h. PharmD Admissions Committee
  - i. PharmD Curriculum & Assessment Committee
  - j. PharmD Scholarship and Awards Committee
  - k. 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. To promote continuity and shared responsibility in committee leadership, all committees other than the Executive Committee will use a Chair/Chair-Elect structure.
  - a. The Chair of each committee shall be the immediate past Chair-Elect of that committee.
  - b. Each year at the beginning of the Fall Semester, committees will elect a Chair-Elect from the voting faculty members of the committee. Following one year in this position, the Chair-Elect will become Chair for a term of one year. The Chair shall call the first committee meeting, which shall include new committee members in August of the new academic year. The Chair is responsible for leading committee activities and meetings. The responsibilities of the Chair-Elect include leadership support for committee activities, becoming familiar with committee activities to facilitate leadership transitions, and serving as Chair in his/her absence.
  - c. A Chair may serve an additional one-year term as Chair, if elected by the committee at the beginning of the Chair's first term. A committee member may serve as Chair for no longer than two consecutive years. When a Chair serves for two consecutive years, a Chair-elect will be elected to serve a one-year term during the Chair's first year, with the option to be re-elected the following year.
  - d. A committee member's three-year term may be extended to four years to accommodate a year as Chair, if elected Chair-Elect in the final year of the term. In cases of an extended term, a Chair may not serve two consecutive years unless reappointed or re-elected to the committee.
  - e. If the committee fails to elect a Chair-Elect, the Dean will appoint a Chair-Elect from among the committee members.
  - f. If the Chair-Elect position becomes vacant, the committee will hold a special election to choose a new Chair-Elect. If there is a vacancy in the Chair position, the Chair-Elect will become Chair for the remainder of the previous Chair's term, in addition to serving the subsequent full term. If both positions become vacant, the committee will hold a special election to choose a new committee member for each position. If the committee fails to elect a Chair-Elect or Chair when the position is vacant, the position will be appointed by the Dean.
5. In cases where a vacancy develops in an appointed committee member position, the Chair of that committee will work with the Office of the Dean and/or the appropriate Unit Head to determine if the vacancy should be filled for the remainder of the term; if the decision is made to fill the vacancy, the Office of the Dean will appoint a faculty member to the committee.
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 Program Coordinator for the appropriate academic degree program. 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. Committee Chairs may invite guests to provide information and serve in an advisory capacity to committees as needed.

## **Section B: Description of Committees**

### **1) Executive Committee**

#### **a) Composition**

- i) The Dean, as the Chair 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
- iii) To monitor and evaluate the College of Pharmacy strategic plan.

### **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 elected 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 following administrators serve as non-voting, ex-officio members of the Faculty Council
  - (1) The Dean
  - (2) Assistant Dean for IESI

#### **b) Process**

- i) The Office of the Dean will conduct a secure election for the two atlarge 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 their 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 facilitate shared governance of the College by serving as the elected voice of the faculty
  - ii) To consider and recommend to the appropriate recipient policies or actions on matters affecting the faculty
  - iii) To consider and report to the faculty and/or administration on any issue affecting the general welfare of the College
  - iv) To call and conduct faculty meetings (responsibility of the Chair in cooperation with the Dean);
  - v) To receive and prepare agenda items for consideration by Faculty Council, the faculty, and/or appropriate committees, in any of the following ways:
    - (1) Items received from the Dean
    - (2) Items received from any of the standing or ad hoc committees
    - (3) Items received from a College faculty member
    - (4) Items received from the Pharmacy Staff Representative Group
    - (5) Items received from the Dean's Student Advisory Council
    - (6) Items from any person or group not provided for above vi)

Faculty Council may refer items to appropriate committees as needed
  - vii) To maintain the minutes of the Council and faculty meetings;
  - viii) To maintain Bylaws;
  - ix) To maintain Policies and Procedures;
  - x) To promote faculty collegiality;
  - xi) To serve as advisory council to the Dean and as a conduit of information exchange between the faculty and the Dean and/or college administration;
  - xii) To consider requests for granting voting privileges to faculty who are less than 50% time upon petition by the faculty member;

- xiii) To act for the faculty as a whole when quick response is required; xiv) To post minutes from faculty and Faculty Council meetings on the College website;
- xv) To receive reports from University Council Representatives on all pending actions that require faculty input; and
- xvi) To work in collaboration with college administration to oversee committee activities (other than the Executive Committee) and receive committee reports

### 3) College Promotion and Tenure Committee

#### a) Composition

- i) Committee membership will consist of three tenured faculty members at the professorial level from each department and at least one faculty member at the professorial level from a closely related unit outside the College of Pharmacy; ii) Faculty on this committee will not take part in discussion or deliberation on a candidate from their home department nor will they vote at the college level;
- iii) The Dean shall call to order the meeting of the Promotion and Tenure Committees and shall preside over the election of a Chair; iv) The Chair shall conduct the meetings in accordance with current University of Georgia Guidelines on Promotion and Tenure;
- v) The Dean shall appoint a Clinical Track faculty member at the rank of Clinical Professor or at a rank, at or higher than the rank that candidate(s) is/are being considered for as an Ad-Hoc (non-voting) member of the College Promotion and Tenure Committee to assist the committee in the evaluation of Clinical Track faculty seeking promotion; and
- vi) The Dean or their designee and the Director of Faculty Affairs are exofficio nonvoting members.

#### b) Functions

- i) To review all recommendations and dossiers of the faculty which have been forwarded by their home department and vote in accordance with University policy;
- ii) To record and provide to the candidate, in writing the tally of the committee's vote, as well as its rationale for affirming or reversing the department's decision(s) on promotion and/or tenure; and
- iii) To provide a vote tally and recommendation to the Dean on the qualifications of each candidate for promotion and/or tenure. The recommendations of this committee will be included as part of the dossier.

#### 4) Facilities and Technology Committee

##### a) Composition

- i) Three faculty members with at least one non-tenure track member
- ii) Faculty members should include at least one person from CAP and PBS
- iii) One staff member
- iv) One graduate student
- v) Two professional students (1 from Athens, 1 on an extended campus)
- vi) One undergraduate student
- vii) One faculty or staff member should be from an extended campus
- viii) The Associate Dean for Science Education, Research, and Technology is a nonvoting, ex-officio member.
- ix) Senior Director for IIT is a nonvoting, ex-officio member.
- x) Facilities Manager is a nonvoting, ex-officio member.

##### b) Functions

- i) Regarding classrooms, laboratories, and offices, provide and review recommendations for facilities and technology to the appropriate administration when requested by the faculty, staff, students, and/or administration.
- ii) Provide feedback to the Faculty Council and the Dean on any substantial changes affecting the College of Pharmacy concerning facilities and technology including:
  - (1) Changes to the network software and hardware;
  - (2) Changes to instructional technology resources;
  - (3) Infrastructure related to security, environmental safety, biosafety, support for the physically disabled;
  - (4) Recommend training for faculty, staff, and students regarding instructional technology.

#### 5) Inclusive Excellence Committee

##### a) Composition

- i) Four faculty members; at least one from each academic department (CAP and PBS);
- ii) One undergraduate or graduate student;
- iii) One professional student; iv) Two full-time staff members selected by the PSRG; and
- v) The Director of Inclusive Excellence and Academic Support, Senior Director of DAR, Public Relations Coordinator, and Director of Recruitment are nonvoting, ex-officio members.

##### 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 diversity and inclusion initiatives.

#### 6) Faculty and Staff Awards Committee

##### a) Composition

- i) Two faculty members from CAP (one must be tenure-track)
- ii) Two faculty members from PBS (one must be tenure-track)
- iii) One additional non-tenure track, non-clinical track faculty member
- iv) Two staff members, one is a previous Employee of the Year winner
- v) The Director of Faculty Affairs serves as an ex-officio member
- vi) The Director of PR and Marketing serves as an ex-officio member
- vii) One staff member from Development and Alumni Relations serves as an ex-officio member.

##### b) Functions

- i) To keep a current file of available awards, application forms, and deadlines for awards;
- ii) To identify faculty and staff who meet the criteria/eligibility for available awards;
- iii) To encourage and assist in the application for awards; and iv) To nominate faculty and staff for awards on behalf of the College when appropriate.

#### 7) PharmD Academic and Professionalism Committee

##### a) Composition

- i) Two faculty members from each academic department (CAP and PBS) and one from Experience Programs; and
- ii) The Assistant Dean for Student Affairs, the CoP Registrar, and the Director of Professional Education are nonvoting, ex-officio members; and
- iii) 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 Assistant Dean for Student Affairs in matters involving student academic performance and professional behavior; and

- v) To report decisions to the Assistant Dean for Student Affairs.

#### 8) PharmD Admissions Committee

##### a) Composition

- i) At least five 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).

#### 9) PharmD Curriculum and Assessment Committee

##### a) Composition

- i) 12 total faculty members who have teaching responsibilities in the PharmD program will serve on the curriculum and assessment committee as listed below:
  - (1) 4 CAP faculty members
  - (2) 4 PBS faculty members
  - (3) 3 EXP faculty members
  - (4) 1 adjunct faculty member who serves as a preceptor
- ii) One nonvoting, professional student from each of the first three professional years; and
- iii) Additional faculty members may be added to support the curriculum review process
- iv) The following administrators serve as nonvoting, ex-officio members:
  - (1) Director of Professional Education

- (2) Assistant Dean for Institutional Effectiveness and Strategic Initiatives
- (3) Director of Interprofessional Education
- (4) Instructional Designer
- (5) Assistant Dean for Student Affairs

b) Functions

- i) Evaluate new PharmD course and course change applications that originate in the College;
- ii) Conduct regular curricular reviews that include:
  - (1) Evaluating the content, completeness, and contemporary nature of the individual and collective courses;
  - (2) Reviewing the breadth, depth, and value of the courses to the total curriculum based on the program and course outcomes
  - (3) Develop recommendations to the faculty that include curricular revision, additions, and other alterations to assure optimal student learning and instruction that aligns with program outcomes, accreditation standards, and best practices in teaching and learning;
- iii) Review internal and external programmatic assessment data (CORE, PharmD Assessment Reports, license exam data, AACCP survey results, etc.) and provide recommendations for further action as needed;The
- iv) Provide operational recommendations to the Director of Professional Education, PharmD Advisory Committee, and the Dean;
- v) To report ~~its minutes and~~ recommendations to the faculty.

10) PharmD Scholarship and Awards Committee

a) Composition

- i) Six faculty members representing all campus locations. ii) One staff member who may be from any campus location
- iii) Assistant Dean for Student Affairs, Director of Alumni Affairs, and Scholarship Coordinator serve as ex-officios.

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.

11) Undergraduate and Graduate Education and Curriculum Committee

a) Composition

- i) Graduate coordinators from each academic department with voting rights;
  - ii) 1 Undergraduate coordinator
  - iii) 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;
  - iv) 1 faculty member representing the undergraduate program
  - v) One graduate student from each academic department (CAP and PBS); vi) One undergraduate student; and
  - vii) The Associate Dean for Science Education, Research, and Technology, Assistant Dean for Institutional Effectiveness and Strategic Initiatives, and Assistant Department Head for PBS are nonvoting, ex-officio members.
- 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;
  - iii) Conduct regular curricular reviews that include:
    - (1) Evaluating the content, completeness, and contemporary nature of the individual and collective courses;
    - (2) Reviewing the breadth, depth, and value of the courses to the total curriculum based on the program and course outcomes
  - iv) Develop recommendations to the faculty that include curricular revision, additions, and other alterations to assure optimal student learning and instruction that aligns with program outcomes, recommendations from academic program reviews, and best practices in teaching and learning

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