

**Faculty Organization Bylaws  
College of Pharmacy  
The University of Texas at Austin**

**I. The Faculty**

**A. Membership of the Faculty**

The membership of the University Faculty is defined by University of Texas System policy.

**B. Voting Membership**

Voting faculty for the purposes of *University of Texas faculty governance* shall be determined by University policy.

For issues related to *faculty governance within the College of Pharmacy* (approved by the College of Pharmacy Faculty, June 2007):

All College of Pharmacy faculty who have full voting privileges at the University level as members of the General Faculty will have full voting privileges on College governance matters as well.

1. Specifically, voting Members of the College of Pharmacy shall consist of:
  - a. all tenure-track professors, associate professors, and assistant professors with a faculty appointment in the college of 50% or greater;
  - b. all distinguished senior lecturers, senior lecturers, lecturers, and all instructors with a faculty appointment in the college who have had four or more semesters of service at 50% appointment or greater at any rank at the University of Texas at Austin;
  - c. all clinical professors, clinical associate professors, and clinical assistant professors with a faculty appointment in the college of 50% or greater;
  - d. all assistant and associate deans with a faculty appointment at 50% appointment or greater at any rank in the college;
  - e. and all faculty with a fully executed Phased Retirement Contract regardless of rank or percent faculty appointment in the college.
  
2. Additional Considerations:
  - a. For all faculty members in the aforementioned ranks with an appointment of less than 50%, the division head will group such faculty within his/her division to represent full (1.0) appointments and designate one member of each group to cast the single vote for that group.
  - b. A division head or an assistant/associate dean for a cooperative program may feel that a particular faculty member in his/her division/program plays such a significant role in teaching, research, or service, or the overall functioning of the division/program that he/she *should* have full

voting privileges. The division head or assistant/associate dean would then petition the dean to grant full voting privileges to that faculty member.

- c. All research assistant professors, research associate professors, and research professors with a faculty appointment in the college *will not* be granted voting privileges unless the division head (in consultation with the Dean) feels that a particular research faculty member in his/her division plays such a significant role in teaching, research, or service, or the overall functioning of the division, that he/she *should* have voting privileges. The division head would then formally petition the dean to grant either full or partial voting privileges to that person.

## **II. Faculty Meetings**

### **A. Frequency of Faculty Meetings**

At least one regular meeting of the Faculty shall be held in the Fall semester, and at least one regular meeting shall be held in the Spring semester.

Additional meetings of the Faculty may be called by the Dean of the College, by the Executive Committee, or by petition of ten voting members of the Faculty.

### **B. Voting Procedures**

A quorum shall consist of greater than 50% of the voting membership of the faculty. For issues requiring a full faculty vote, the vote will typically be taken at a called faculty meeting, unless it is moved and approved by a majority that the issue be postponed for an electronic vote (to be conducted by the Secretary with confidentiality). The Dean may also call for an electronic vote (without objection) for time-sensitive items of lesser importance. For a motion requiring a majority faculty approval, "majority" means more than half of the votes cast in the affirmative on the motion (excluding abstentions). For a motion requiring a "two-thirds majority" approval means two-thirds or more of the votes cast in the affirmative on the motion (excluding abstentions). Proxy votes are not allowed, regardless of the voting mechanism. On issues in which the faculty are advisory to the dean, the dean may call for a faculty vote in order to obtain the perspective of the faculty. Such votes are advisory and nonbinding.

### **C. Presiding Officer**

The Dean shall be the presiding officer. In his/her absence or inability to preside, this function shall be exercised by an Associate Dean, or Assistant Dean, or faculty member designated by the Dean.

## **D. Rules**

Unless otherwise specified in these Bylaws, Robert's Rules of Order, in its current edition, shall prevail in all of the faculty meetings.

## **E. Parliamentarian**

A parliamentarian will be nominated and elected annually by the Faculty at the first Faculty meeting of the fall semester. The parliamentarian shall rule on all questions of parliamentary procedure.

## **III. Secretary of the Faculty**

The Secretary of the Faculty shall be nominated and elected by the Faculty to serve a two-year term. It shall be the duty of the Secretary to act as recorder of faculty deliberations, and publish the official minutes of faculty meetings.

Preceding the regular Fall Faculty meeting, the Secretary shall make available for the faculty a list of all Faculty members, indicating their rank and eligibility to vote (including aggregated votes), and will make available a copy of these Bylaws to all Faculty. The Secretary shall record the complete language of all approved changes to these Bylaws in the minutes of the faculty meetings and shall incorporate such revisions into the official version of the College Bylaws.

## **IV. Committees**

### **A. Composition and Duties of Standing Committees of the College**

The Dean's Cabinet will make recommendations to the faculty regarding any changes to the College's Standing Committees (additions, deletions, merging) and the specified number of members and committee constituency. The formation, deletion, or merging to form a new Standing Committee requires a change in the Bylaws.

The Dean's Cabinet with input from the faculty will appoint the membership on College Standing Committees. Individuals will be appointed to Standing Committees for two year renewable terms, with the exception that students will be appointed for one year renewable terms. Chairs of Standing Committees will be named by the Dean; ex officio members can serve as Chairs. Ex officio members are voting members, unless otherwise specified.

Charges to the Standing Committees will be provided by the Dean at the beginning of the two-year cycle, with additional charges made as needed during the biennium.

Standing Committees shall be as follows:

**1. Academic Performance Committee [Requires divisional representation]**

- Review all professional student appeals regarding dismissal from the College and/or the University and make recommendations to the Dean regarding continuation or termination.
- Make policy recommendations to the Dean regarding academic performance and progression.
- Counsel students appearing before the Committee and assign faculty counselors to those students.
- Periodically advises students who are in poor academic standing but not yet subject to dismissal [retained as an ongoing Committee responsibility, but executed through the Academic Advisors utilizing a College-wide pool of faculty who are willing to serve as counselors]

Administrative Liaison(s) [*ex officio*]: An Assistant or Associate Dean

Responsibility: Advisory to the Dean

**2. Academic Support Committee [Requires divisional representation and student representation]**

- Evaluate and implement mechanisms to improve education through technology enhancement.
- Monitor the quality of distance education and make recommendations for changes in policy and/or infrastructure for improvement.
- Work with the head librarian of the Life Science Library on collection development and library service issues related to the academic, clinical service, and research missions of the College of Pharmacy.

Administrative Liaison(s) [*ex officio*]: Sr. Assoc. Dean Academic Affairs; Director of LRC; Head of Life Sciences Library.

Responsibility: Advisory to the Dean

**3. Admissions Committee [Requires divisional representation, Pharm.D. student representation, and practitioner representation]**

- Review applicant files during the spring semester and recommend to the Dean acceptance, rejection, or provisional admission for each applicant.
- Assist the Assistant Dean for Admissions in designing application materials, evaluating the written essay, and serve as substitute interviewers as needed.
- Make recommendations to the Dean regarding admissions policies and procedures.

Administrative Liaison(s) [*ex officio*]: Asst. Dean Admissions; Academic Advisor

Responsibility: Advisory to the Dean

**4. College-Wide Emergency Preparedness Committee** [Requires divisional representation; requires staff, Pharm.D. and graduate student membership]

- Coordinate execution of the College's commitment to the University/City/County Memorandum of Understanding for Emergency Response when activated.
- Develop and evaluate policies and procedures for the College's local response to emergencies (fire, weather, etc).

Administrative Liaison(s): An Assistant or Associate Dean and the Chief of Staff

Responsibility: Advisory to the Dean

**5. Continuing Education (CE) Committee** [Does not require divisional representation. Requires practitioner representation]

- Assist the Director of Continuing Education regarding appropriate programming to be offered by the College in the future.
- Discuss and recommend new content areas for which educational programs should be made available.
- Discuss and recommend improved methods for offering CE programs to reach the intended audiences.
- Assist in the program assessment of the College's continuing education programs
- Serve as reviewers for new CE programs under development.

Administrative Liaison(s) [*ex officio*]: Director of Continuing Education; Associate Dean for Clinical Programs

Responsibility: Advisory to the Dean

**6. Cultural Proficiency Committee** [Requires divisional representation and Pharm.D. and graduate student representation]

- Interface with standing College committees, the Office of Student Professional Affairs and Academic Services, and the larger University community to identify and implement strategies that can sustain progress toward the College attaining cultural proficiency.
- Identify and implement those strategies that are not within the purview of existing College committees
- Develop a continuous quality improvement plan for monitoring implemented strategies.
- Recommend strategies for disseminating information about cultural competency issues to faculty, students, staff and the broader community.

Administrative Liaison(s) [*ex officio*]: An Assistant or Associate Dean

Responsibility: Advisory to the Dean

**7. Curriculum Committee** [Requires divisional representation, Cooperative Pharmacy Program representation, Pharm.D. student representation, a recent UTCOP graduate representative and a practitioner representative]

- Continuous monitoring and revision of the professional curriculum, including the implementation of curriculum changes, and the review of all professional courses on a routine (cycling) basis.
- Review proposals for new courses, course deletions, and changes in sequence.
- Report all proposals for all substantive curricular changes to the faculty for approval.

**Professional Development Convocation Sub-Committee.** Includes membership from within and outside the Curriculum Committee. Coordinates the development and execution of the new PharmD Colloquium that extends across all semesters of the new curriculum. (professional development, ePortfolios, careers, etc.).

Administrative Faculty Liaison(s) [*ex officio*]: Sr. Assoc. Dean Academic Affairs; Asst. Dean Exp Prog & Prof Affairs, Director of Assessment.

Responsibility: Advisory to the faculty.

Membership and Voting:

- Division representation is defined as one member and one alternate member per division/cooperative program. If the member is not present at a meeting, only then may the alternate member cast a vote on any matter.
- The administrative faculty liaisons are voting members.
- Student representation is defined as one appointed member and one alternate member for each of the P1, P2 and P3 classes. The most senior student member attending the meeting shall cast the single vote of the students.
- The recent UTCOP graduate and the practitioner representatives are full voting members.

Voting Procedures:

- “Substantive curricular changes” are defined as any changes involving addition/deletion of courses, sequence of courses, or numbers of credit hours associated with required Pharm.D. curriculum courses, the pre-pharmacy course requirements, or in the requirements for graduation in the Doctor of Pharmacy

degree program (e.g., curricular programmatic requirements not associated with specific courses).

- Written proposals for substantive curricular changes must be distributed to the Faculty at least 5 working days prior to the Curriculum Committee meeting for their review and comment through their divisional representatives.
- Any substantive curricular change approved by the Curriculum Committee will be submitted to the faculty for approval on a no-protest basis. The curricular change will be considered approved unless, within 10 working days, protests have been received by the chair of the committee from at least 10 voting members of the Faculty or >50% of the voting faculty from a single division or Cooperative Program campus. If sufficient protests are received, the item will be presented to the Faculty at the next general faculty meeting for discussion. If desired, a motion to reconsider can be made at that time and, if approved, the matter referred back to the curriculum committee for reconsideration.
- The Committee has autonomy in all other matters (based on divisional representation and input), such as approving elective course syllabi, review of courses, changes in course content for existing courses, etc.).

**8. Departmental Review on Human Research Committee** [Representation from divisions conducting human research; graduate student representation]

- Review and critique any investigation protocols developed within the college that involve the use of humans in experiments. Recommendations are forwarded to the University Institutional Review Board. At least three members of this committee should be involved in research activities using human subjects.

Administrative Liaison(s) [*ex officio*]: Assoc Dean for Graduate Studies & Research

Responsibility: Committee approval required before human research protocols will be considered by the University Institutional Review Board for Human Research.

**9. Faculty Development Committee** [Requires divisional representation]

- Design and implement methods for the career development of faculty, particularly junior faculty. Scope includes tenure-track and non-tenure track (clinical and research) faculty.
- Develop and maintain processes and documentation for comprehensive orientation of new faculty (including those not on the Austin campus).

Administrative Liaison(s) [*ex officio*]: An Assistant or Associate Dean; Assistant to the Dean (HR)

Responsibility: Advisory to the Dean

**10. Financial Aid Committee (Graduate Students)** [Requires divisional representation]

- Review graduate student scholarship applications and make awards to selected students.
- Determine criteria for awarding scholarships and tuition waivers for graduate students.

Administrative Liaison(s) [*ex officio*]: Asst. Dean Development; Graduate Coordinator

Responsibility: Advisory to the Dean

**11. Financial Aid Committee (Professional Students)** [Requires divisional representation]

- Review professional pharmacy student applications for financial aid.
- Award available scholarships and tuition waiver(s).
- Make policy recommendations to the Dean regarding professional student financial aid.

Administrative Liaison(s) [*ex officio*]: An Assistant or Associate Dean; Asst. Dean Development

Responsibility: Advisory to the Dean

**12. Student Honors and Awards Committee** [Requires divisional representation]

- Through evaluation of academic and extracurricular activity records and nominations, determine recipients of College and University academic, honorary, and service honors and awards

Administrative Liaison(s) [*ex officio*]: Asst. Dean Student Affairs

**13. Honors Program/PharmD PhD Oversight Committee** [Requires divisional representation and Pharm.D. honors student representation]

- Recommend to the Dean the admission standards and advising and administrative procedures for students pursuing the College's honors program.
- Recommend to the Curriculum Committee programs of study for honors students in the areas of pharmacy practice, advanced clinical practice, and the basic pharmaceutical sciences.
- Monitor the PharmD/PhD program in order to maintain the quality of the program and to modify the program as necessary.



Administrative Liaison(s) [*ex officio*]: Sr. Assoc. Dean Academic Affairs; Assoc. Dean Research & Grad Studies

Responsibility: Advisory to the Dean

**14. Pharmacy Residencies Committee** [Does not require divisional representation. Requires residency preceptor and program director representation]

- Review and revise the description of the Pharmacy residency programs, goals and objectives, quality management guidelines and residency performance measures.
- Review and update standards for the College of Pharmacy collaborative residency programs using as a reference, accreditation standards and guidelines and other documents adopted by national professional organizations.
- Develop guidelines that can be used by academic institutions and health care organizations to establish cooperative training programs with the College of Pharmacy.
- Assist in the development of new residency programs throughout the state that access funds available from federal and state sources.

Administrative Liaison(s) [*ex officio*]: Assoc. Dean Clinical Programs

Responsibility: Advisory to the Dean

**15. Teaching Assistant (TA) Credentials and Assignment Committee** [Consists of each of the division Graduate Advisors, the Associate Dean for Research and Graduate Studies (serves as chair), and the Senior Associate Dean. The Graduate Coordinator will serve as an *ex officio* member.]

- Determine graduate TA needs for academic support of the professional program.
- Develop mechanisms to match graduate student expertise with the College's curricular needs.
- Formulate the TA budget request to the Dean based on the teaching needs of the College.
- Assess the performance of the TAs, with the authority (following due process) to dismiss or reassign TA's who are not performing at an acceptable level

**TA Selection Sub-Committee** [Consists of the Associate Dean for Research and Graduate Studies, the Senior Associate Dean, the Associate Dean for Clinical Programs, and a faculty member from each division. The Graduate Coordinator will serve as an *ex officio* member.]

- Makes recommendations to the dean specific TA teaching assignments for a given semester.

Administrative Liaison(s) [*ex officio*]: Sr. Assoc. Dean for Academic Affairs, Assoc. Dean for Research & Graduate Studies; Graduate Coordinator

Responsibility: Advisory to the Dean

**16. Program Assessment Team** [Requires divisional representation and requires Pharm.D. and graduate student representation]

- Overall assessment of all College programs to assure alignment with the strategic plan (including outreach, CE, etc).
- Continuous monitoring and assessment of the professional (PharmD) program for the purpose of ongoing quality improvement and student learning enhancement.
- Continuous monitoring and assessment of the graduate (MS/PhD) program for the purpose of ongoing quality improvement.
- Facilitate Self-Study committees in their assessment of compliance with ACPE accreditation standards.
- Develop and implement assessment plans to meet SACS accreditation requirements.

Administrative Liaison(s) [*ex officio*]: Sr. Assoc. Dean Academic Affairs; Director of Assessment

Responsibility: Advisory to the Dean

**17. Research Infrastructure and Lab Safety Committee** [Representation from lab-based divisions and graduate student representation]

- Coordinate the provision of safety information with the University Safety Office.
- Coordinate routine formal presentation from the safety office for graduate students concerning university safety policies and procedures.
- Review University and College policies, and assure compliance with all requirements related to laboratory safety (incident reports, student training & renewal, etc).
- Provide representation (via Chair or a member of the committee) to the Institutional Biosafety Committee (coordinated through the Office of the Vice President for Research).
- Work with the Dean's Office to develop policies and procedures for College-based responses to emergencies in terms of laboratory preparedness (securing, shut-down, re-entry, etc).
- Assure compliance with laboratory safety requirements for all researchers (faculty, staff, graduate students, and undergraduate students).

Administrative Liaison(s) [*ex officio*]: Assoc. Dean Research & Grad Studies; Assistant to the Dean; Grants Specialist

Responsibility: Advisory to the Dean

**18. Region Assignment Appeals Committee** [Does not require divisional representation. Requires Pharm.D. student representation]

- Review region re-assignment requests (appeals) from students with compelling justification based on extenuating circumstances.

Administrative Liaison(s) [*ex officio*]: Asst. Dean Experiential Programs

Responsibility: Advisory to the Dean

**19. Staff Development and Awards Committee** [Requires divisional representation, including staff]

- Determine criteria for College staff awards.
- Make recommendations to the Dean regarding the process(es) to be used for selection of staff awards.
- Communication of professional development opportunities to staff (e.g. classes, workshops).
- Communication of University staff issues [UT Staff Council Representative should serve *ex officio*].

Administrative Liaison(s) [*ex officio*]: Assistant to the Dean (Chief of Staff)

Responsibility: Advisory to the Dean

**Other Faculty Governance Groups:** The following groups are not appointed by the standing committee process.

**Executive Committee** [Elected]

Only tenured Professors are eligible for election to the Executive Committee. The Executive Committee consists of two members elected by each division and one member appointed by the dean for a total of thirteen members. Members will be appointed for staggered three year terms. The committee shall select a Chair to serve a two year term (which is renewable).

- Make recommendations to the University Administration regarding promotion and tenure of individual faculty candidates.
- Make recommendations to the Dean regarding annual merit raises for junior faculty based upon the immediate past year and the proposed faculty workload (development) plan formulated in consultation with the Division Head.
- Evaluate assistant professors' progress during their third-year review.
- Make recommendations to the Dean regarding assignment to endowed positions.

Post-tenure review Subcommittee: Makes recommendations to the dean regarding performance of tenured faculty.

Administrative Liaison(s) [*ex officio*]: None

Responsibility: Report to University Administration (promotion matters); Advisory to the Dean on all other matters.

**Dean's Cabinet** [Consists of the Dean, each Division Head, Chair of the Executive Committee, the Associate Deans, Assistant Dean for Financial Affairs, and the Chief of Staff. The Assistant Dean for Development and Alumni Affairs is a nonvoting *ex officio* member.]

- Advises the Dean on selected College policy, budget, and administrative issues.

**Graduate Studies Committee (GSC)** [Membership defined by Graduate School and UT System Rules]

- Approve recommendations of the Graduate Studies Administrative Sub-Committee as specified for the Sub-Committee.
- Only members of the College Graduate Studies Committee vote on policies regarding College graduate programs (M.S. and Ph.D.).
- All tenured or tenure track faculty are members of the Graduate Studies Committee. Other faculty may petition to become members of the GSC, subject to approval of the GSC and the Graduate School. Although nontenure track faculty may serve on graduate studies committees and as a supervising professor, they are not voting members of the GSC.
- The chair of the Graduate Studies Committee is elected by the members of the GSC to serve a three year term, which is renewable. The Chair is responsible for calling for full meetings of the GSC (as needed), and for conducting GSC votes (during called meetings or by mail ballot).

**Graduate Studies Administrative Sub-Committee** [Consists of the graduate advisor for each of the college's 5 division graduate programs each of whom serves *ex officio*]

- Meet with each masters and PhD candidate, review their coursework (for compliance with Divisional, College, and University requirements), and make recommendations to the Graduate School regarding advancement to candidacy.
- Review proposed graduate programs and modifications to existing programs and make recommendations to the full GSC regarding these programs.
- Develop processes and procedures to continually assess the quality of our graduate programs and make recommendations to the full GSC for program improvements.

Administrative Liaison(s) [*ex officio*]: Assoc. Dean Grad Studies & Research; Graduate Coordinator

Responsibility: Advisory to the GSC

### **Ad hoc Committees and Taskforces**

- Ad hoc committees and taskforces shall be appointed by the Dean in consultation with the Dean's Cabinet as the occasion arises. The composition and charge to the ad hoc committee or taskforce shall be in writing. Each such group shall exist until the purpose for which it was formed has been fulfilled, or for twelve months, or until it is dissolved by the Dean, whichever comes first.

### **V. Amendments**

Periodic review of College Bylaws shall occur as needed, but at least once every six years in conjunction with the Colleges' accreditation self-study.

Any voting member of the Faculty may, at any regular or special meeting, propose amendments to the Bylaws. Action on any such proposal shall be deferred until the next scheduled meeting, to be held not less than ten days subsequent to the distribution of the text of the proposed amendments. A proposed amendment may also be acted upon if a written proposal has been distributed to the Faculty not less than ten days prior to the next meeting. Approval of an amendment shall be by a two-thirds affirmative vote of all members present and voting. Votes for bylaw amendments can also be conducted by the Faculty secretary by electronic methods

### **VI. Bylaw Interpretation**

Where ambiguity or difference of opinion may exist in interpretation of the Bylaws, the Dean's Cabinet will meet to advise the Dean.

### **University Policy**

Nothing in the College of Pharmacy bylaws are intended to conflict with policies established by The University of Texas at Austin or the University of Texas System. If a potential conflict exists, resolution of the potential conflict will be sought from the Office of the Provost.