

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*:

1. 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 during the academic year;
 - b. all distinguished senior lecturers, senior lecturers, lecturers, and all instructors with a faculty appointment in the college at 50% appointment or greater during the academic year;
 - c. all clinical professors, clinical associate professors, and clinical assistant professors with a faculty appointment in the college of 50% or greater during the academic year;
 - d. all assistant and associate deans with a faculty appointment of 50% or greater at any rank in the college during the academic year;
 - e. all cooperative pharmacy program faculty with a 0.5 FTE or more paid faculty appointment in the cooperative pharmacy program at their UT component institution and who also have a faculty appointment in the UT Austin College of Pharmacy
 - f. and all faculty with a fully executed Phased Retirement Contract regardless of rank or percent faculty appointment in the college.

2. Additional Considerations:
 - a. A division head or cooperative program director may feel that a particular nonvoting 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 cooperative pharmacy program director would then petition the dean to grant full voting privileges to that faculty member.

- b. All research assistant professors, research associate professors, and research professors with a faculty appointment in the college and all faculty on modified service *will not* be granted voting privileges unless the division head (in consultation with the Dean) feels that a particular 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. Once approved, the voting rights for such individuals will be reviewed at the beginning of each academic year by the dean.

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 absence of or inability of the Dean to preside, this function shall be exercised by the Associate Dean for Academic Affairs, or a 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.

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. The Secretary of the Faculty shall not have an administrative appointment within the Dean's Office.

The Secretary of the Faculty conducts all elections and faculty voting on issues and proposals involving electronic voting by the faculty.

Prior to each faculty vote, the Secretary will confirm with the Assistant Dean for Administration the list of voting 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.

Minutes of the faculty meetings will be reviewed by the Dean for accuracy and completeness before they are published. The Bylaws will be made available to faculty on the College's website.

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.

With the exception of the Executive Committee, the Dean with input from the Dean's Cabinet and the faculty will appoint members of the standing committees. (HOP 2-1020). 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 and Vice-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. Appointment to the College's Executive Committee occurs according to the process described under that committee.

In addition to the responsibilities listed below, the Dean may make charges to committees as needed.

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*]: Assistant Dean for Admissions

Responsibility: Advisory to the Dean

2. Academic Support Committee [Does not require divisional representation; requires Pharm.D. 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 electronic resources, 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*]: Associate Dean for Academic Affairs; Director of LRC; Head of Life Sciences Library

Responsibility: Advisory to the Dean

3. PharmD Program Admissions Committee [Requires divisional representation, PharmD student representation, and practitioner representation.]

- Admissions policies and procedures for the PharmD program shall be consistent with UT System Regents' Rule 40303 and Texas Education Code, Subchapter W.
- Review applicant files and select individuals for admission, including an alternate list.
- Assist the Assistant Dean for Admissions in designing and executing the on-site admissions interview process.
- Make recommendations to the Dean regarding admissions policies and procedures.

Administrative Liaison(s) [*ex officio*]: Assistant Dean for Admissions; PharmD Academic Advisor

Responsibility: Advisory to the Dean

4. Diversity and Inclusion Committee [Does not require divisional representation. Requires PharmD and graduate student representation. The College's representatives to the University Gender Equity Council and to CREED must be members of this committee]

- Make recommendations to the faculty and the dean regarding College goals for diversity and inclusion as well as methods to achieve those goals.
- Interface with standing College committees, the Office of Student Affairs and Academic Services, and the larger University community to identify and implement strategies that can sustain progress toward the College attaining diversity, inclusion, cultural proficiency.
- Make recommendations to the PharmD Program Curriculum Committee on graduation competencies and curricular content as it relates to diversity, inclusion, and cultural proficiency
- Develop a continuous quality improvement plan for monitoring implemented strategies.
- Recommend strategies for disseminating information about diversity, inclusion, and cultural proficiency issues to faculty, students, staff and the broader community.

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

Responsibility: Advisory to the Dean and to the Faculty as is appropriate

5. PharmD Program Curriculum Committee [Requires divisional representation, Cooperative Pharmacy Program representation, PharmD student representation, a recent UTCOP graduate representative, and practitioner representatives.]

- 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.
- Periodic review of all pre-pharmacy course requirements.
- Review proposals for new courses, course deletions, and changes in sequence.
- Review proposals for any change in the professional degree program that necessitates a catalog change (e.g., adding semester credit hours; adding programmatic requirements for progression or graduation).
- Review proposals for dual degree programs and certificate programs aligned with the PharmD degree.
- Report all proposals for all substantive curricular changes to the faculty for approval.
- Using appropriate elements of the College's assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under "Curriculum" with annual compliance reporting to Pharmacy Assessment Council.

Administrative Liaison(s) [*ex officio*]: Associate Dean for Academic Affairs; Associate Dean for Clinical Programs; Assistant Dean for Experiential Programs and Professional Affairs; Director of Assessment.

Responsibility: Advisory to the faculty.

Membership and Voting:

- Division representation is defined as one member per division/cooperative program, except that the Health Outcomes & Pharmacy Practice Division will have one divisional representative who is tenure track and one who is clinical track. If the Representative is not present at a meeting, only then may an attending alternate member representing the division cast a vote on any matter.
- The administrative faculty liaisons are voting members.
- Student representation is defined as one appointed 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 PharmD 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), dual degree programs and certificate programs aligned with the PharmD degree.
- 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, approval of mode of delivery, review of courses, changes in course content for existing

courses, etc.).

5a. Foundations of Professional Development (FPD) Sub-Committee of the Curriculum Committee. [Composed from within and outside the Curriculum Committee.]

- Coordinates the development and delivery of the PharmD FPD Sequence that extends across the first six semesters of the professional curriculum (professional development, e-Portfolios, careers, etc.).
- All substantive changes in the PDC series of courses require Curriculum Committee approval.
- Using appropriate elements of the College’s assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under “CAPE Domain 4 (Standard 4)” with reporting to the full Curriculum Committee to all for annual compliance reporting to Pharmacy Assessment Council.

Administrative Liaison(s) [*ex officio*]: An assistant or associate dean

5b. Experiential Education Sub-Committee of the Curriculum Committee. [Includes membership from within and outside the Curriculum Committee, including the Associate Dean for Clinical Programs (ex officio and Chair), the Assistant Dean for Experiential & Professional Affairs (ex officio), the Director of Interprofessional Education and Community Engagement (ex officio), representation from the Regional Internship Personnel, and student representation.]

- Responsible for the continued development and administration of the experiential programs of the College as it relates to the curriculum (IPPE and APPE activities).
- All substantive changes in the experiential program portion of the curriculum require Curriculum Committee approval.
- Using appropriate elements of the College’s assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under “Experiential Education (Standards 2, 12, 22)” with reporting to the full Curriculum Committee, and for annual compliance reporting to Pharmacy Assessment Council.

Administrative Liaison(s) [*ex officio*]: Associate Dean for Clinical Programs; Assistant Dean for Experiential Programs and Professional Affairs

5c. Interprofessional Education Sub-Committee of the Curriculum Committee. [Includes membership from within and outside the Curriculum Committee, including the Director of Interprofessional Education.]

- Responsible for the continued development and administration of the interprofessional education components of the curriculum.

- All substantive changes in interprofessional education components of the curriculum require Curriculum Committee approval.
- Using appropriate elements of the College’s assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under “Interprofessional Education (Standard 11)” with reporting to the full Curriculum Committee, and for annual compliance reporting to Pharmacy Assessment Council.

Administrative Liaison(s) [*ex officio*]: Director of Interprofessional Education

5d. Professional Communications Sub-Committee of the Curriculum Committee
 [Includes membership from within and outside the Curriculum Committee.]

- Responsible for the continued development and administration of the professional communications components of the curriculum.
- Interface with the Moody College of Communications in developing collaborative models for structuring and delivering professional communications components of the PharmD curriculum.
- Identify and recommend to the dean resource needs (budget, personnel) for structuring and delivering professional communications components of the PharmD curriculum
- All substantive changes in professional communications components of the curriculum require Curriculum Committee approval.
- Using appropriate elements of the College’s assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components for Standards 2016 with reporting to the full Curriculum Committee, and for annual compliance reporting to Pharmacy Assessment Council.

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

6. Departmental Review Committee on Human Subjects Research [Does not require divisional representation. Requires representation from divisions conducting human subjects research; graduate student representation.]

- Review and critique any investigation protocols developed within the college that involve the use of human subjects. Recommendations are forwarded to the University Institutional Review Board for Human Research. At least three members of this committee should be involved in research activities using human subjects.
- Committee approval is required before research protocols involving human subjects will be considered by the University Institutional Review Board for Human Research.

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

7. Faculty Development Committee [Requires divisional representation.]

- Design and implement methods for the career development of faculty, particularly junior and midcareer 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).
- Monitor the College Teaching Mentor Process
 - Monitor mentoring activity for Assistant Professors in the College.
 - Periodically review the College's Teaching Mentor Policy and the recommended functions of the teaching mentors and make recommended changes.
- Using appropriate elements of the College's assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under "Faculty Development" with annual compliance reporting to Pharmacy Assessment Council.

Administrative Liaison(s) [*ex officio*]: Associate Dean for Academic Affairs; Associate Dean for Research & Graduate Studies; Associate Dean for Clinical Programs

Responsibility: Advisory to the Dean

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

- Make policy recommendations, consistent with the Texas Education Code, Subchapter W, to the dean for awarding scholarships to graduate students
- Review graduate student scholarship applications and make awards to selected graduate students in the Pharmaceuticals Sciences Graduate Program and the Translational Sciences Graduate Program.
- Determine criteria for awarding scholarships and tuition waivers for graduate students.

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

Responsibility: Advisory to the Dean

9. Financial Aid Committee (Pharm.D. Students) [Requires divisional representation.]

- Make policy recommendations, consistent with the Texas Education Code, Subchapter W, to the dean for awarding scholarships to PharmD students
- Review professional pharmacy student applications for financial aid.
- Award available scholarships and tuition waiver(s).

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

Responsibility: Advisory to the Dean

10. PharmD 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*]: Assistant Dean for Student Affairs

Responsibility: Advisory to the Dean

11. Honors Program/PharmD PhD Oversight Committee [Requires divisional representation and PharmD Honors Program 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
- 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*]: Associate Dean for Academic Affairs; Associate Dean for Research & Graduate Studies

Responsibility: Advisory to the Dean

12. 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 the College 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*]: Associate Dean for Clinical Programs

Responsibility: Advisory to the Dean

13. Program Assessment Team [Does not require divisional representation. Requires

PharmD student representation.]

- Continuous monitoring and assessment of the professional (PharmD) program for the purpose of ongoing quality improvement and student learning enhancement.
- Facilitate Self-Study committees in their assessment of compliance with ACPE accreditation standards.
- Develop and implement assessment plans to meet SACS accreditation requirements.
- Using appropriate elements of the College's assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under "Overall assessment of the Curriculum" with annual compliance reporting to Pharmacy Assessment Council

Administrative Liaison(s) [*ex officio*]: Associate Dean for Academic Affairs; Director of Assessment

Responsibility: Advisory to the Dean

14. Region Assignment Appeals Committee [Does not require divisional representation. Requires PharmD student representation.]

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

Administrative Liaison(s) [*ex officio*]: Assistant Dean for Experiential Programs

Responsibility: Advisory to the Dean

15. Research Infrastructure and Lab Safety Committee [Does not require divisional representation. Requires representation from wet 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*]: Associate Dean of Research & Graduate Studies; Assistant Dean for Administration

Responsibility: Advisory to the Dean

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

- Conduct periodic staff surveys for the purpose of program improvement.
- Make recommendations to the dean regarding criteria for College staff awards.
- Make recommendations to the Dean regarding the process(es) to be used for selection of staff awards.
- Make recommendations to the dean regarding programs and processes to enhance the development of College staff.
- 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 Dean for

Administration Responsibility: Advisory to the Dean

17. PharmD Student Success Committee [Does *not* require divisional representation; *does* require faculty and PharmD student representation; Requires Faculty Chair and Vice-Chair.]

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- Monitor processes and quality of the College's:
 - Student academic advising & counseling;
 - Career advising;
 - Academic performance intervention, including the Tutoring Program;
 - Transition issue intervention, including referrals;
 - Policies concerning the handling academic and professional misconduct;
 - Policies concerning disability accommodations;
 - Student complaint/grievance policies;
 - Student representation and governance.
- Using appropriate elements of the College's assessment inventory, monitor compliance with ACPE accreditation standards addressing relevant components under "Student Services" and the "Academic Environment" with annual compliance reporting to Pharmacy Assessment Council.

Administrative Liaison(s) [*ex officio*]: Associate Dean for Academic Affairs; Assistant Dean for Admissions, Assistant Dean for Student Affairs, Assistant Dean for Experiential Programs, the Academic Advisor.

18. Teaching Assistant (TA) Credentials and Assignment Committee [Consists of the College Graduate Advisor, a faculty member from each division, and the Senior Associate Dean (serves as Chair). 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 (names provided by the TA Selection Committee) with the College's curricular needs. Assign TA's to specific courses.
- 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 TAs who are not performing at an acceptable level.

19. TA Selection Committee [Consists of the Associate Dean for Research and Graduate Studies (serves as Chair), Associate Dean for Academic Affairs, Associate Dean for Clinical Programs, and each of the division Graduate Advisors (or alternate divisional representative). The Graduate Coordinator will serve as an ex officio member.]

- Selects students for TA appointments based on incoming graduate students for new appointments, and for current students, new or continuing appointments.
- Provides the list of approved students to the TA Credentials and Assignments Committee for final instructional assignments.

Administrative Liaison(s) [*ex officio*]: Associate Dean for Academic Affairs; Associate Dean for Research & Graduate Studies

Responsibility: Advisory to the Dean

20. Teaching Excellence Committee [Does *not* require divisional representation; *does* require faculty and student representation; Includes the Chair of the Faculty Development Committee; Requires Faculty Chair and Vice-Chair]

Responsibilities:

- University (or higher) Teaching Awards:
 - Develop College-based processes for the identification and submission of nominees for University or higher (e.g. UT System, National) teaching awards.
 - Identify appropriate faculty nominees for University (or higher) teaching awards.
 - Assist nominees in developing teaching award dossiers for submission.
- Develop the College's Teaching Evaluation process (independent of CIS) and monitor its implementation.
- Monitor College's Teaching Evaluation Policy
- Monitor the College Peer Observation Process
 - Periodically review the College's Peer Observation Policy make recommended changes.
 - Monitor (annually) that all faculty are undergoing peer observation as prescribed

by the College policy.

- Serve as a resource in identifying support for faculty teaching innovation and instructional improvement (e.g., colleagues within and outside the college, the Faculty Innovation Center, etc.).
- Champion faculty development programs related to teaching excellence.
 - Monitor and disseminate relevant University programming.
 - Identify topics/speakers for the biweekly Teaching Conversations sessions.

Administrative Liaison(s) [*ex officio*]: Associate Dean for Academic Affairs

Responsibility: Advisory to the Dean

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

Executive Committee [The Executive Committee consists of 13 voting tenured full professors and 3 NTT Clinical Professors). Members are selected as follows:]

Voting and Appointment Process

- Assistant Dean for Administration will provide a list of faculty eligible to vote and faculty eligible to serve on the EC.
- EC Chair will confirm the list.
- Once confirmed, the lists will be sent to the Faculty Secretary.

Step 1: Division Vote

- Each division will receive a survey in which voting faculty are provided with a list of ongoing EC members (i.e., EC members in the first year of their two-year term) as well as who they represent. (These EC members are not considered “eligible Professors” for the purpose of this vote because they will be serving the second year of their two-year term during the next academic year.) Faculty will be asked to vote for one tenured full Professor from the list of all eligible Professors in the college. The list includes all tenured full Professors as of September 1 of the next academic year except those EC members who will be serving in the second year of their two-year term. Full Professors who have a current Phased Retirement Contract are not eligible to be on the EC, but they can vote.

Step 2: At-Large Vote (After completion of Step 1)

- All voting faculty will receive a list of ongoing and newly elected EC members as well as who they represent. Faculty will be asked to vote for one full tenured Professor from the list of all eligible Professors in the college (minus those who were elected during the Division Vote and those who belong to the same division as the At-Large member who will enter the second year of his or her term on September 1 of the next academic year). The list

includes all full tenured professors as of September 1 of the next academic year. Full professors who have a current Phased Retirement Contract are not eligible to be on the EC, but they can vote. There shall not be two At-Large members of the EC from the same division.

Step 3: NTT Vote (Vote occurs after completion of Step 2)

- HOPP, Pharmacotherapy, UTEP, UTRGV non-tenure track voting faculty will each receive a separate survey in which they are asked to select one Clinical Professor from the list of all eligible Clinical Professors (NTT) in their respective division/region. The list includes all full Clinical Professors as of September 1 of the next academic year. Clinical Professors elected to the EC are non-voting members.

Step 4: Dean's Appointment (Occurs after Step 3)

- The Dean will appoint one tenured full professor from the list of Professors not: (1) currently serving in the first year of their two-year term; (2) elected during the division vote; and (3) elected during the at-large vote. The list includes all eligible tenured full Professors as of September 1 of the next academic year. Full Professors who have a current Phased Retirement Contract are not eligible to be on the EC.

Responsibilities

- Make recommendations to the University Administration regarding promotion and tenure of individual faculty candidates.
- Perform an annual performance review of all College faculty with a 0.5 FTE or more academic year appointment
- Evaluate assistant professors' progress during their third-year review.
- Make recommendations to the Dean regarding assignment to endowed positions.
- Review and ratify all new faculty appointments with tenure
- Review and ratify all faculty emeritus appointments
- Advise the Dean on College budgetary issues as requested

Committee for Comprehensive Periodic Review of Tenured Faculty (CCPFRTF)

[appointed by the Executive Committee chair with input from the Dean for a 2 year term]

Makes recommendations to the Dean and Provost regarding performance of tenured faculty according to University guidelines. The CCPFRFTF is a peer committee of tenured faculty overseen by the College Executive Committee, with review and comment by the Dean.

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

Responsibility: Report to University Administration

Dean's Cabinet [Consists of the Dean, each Division Head, Assistant Division Heads (as appointed), Chair of the Executive Committee, Associate Dean for Academic Affairs, Associate Dean for Clinical Programs, Associate Dean for Research and Graduate Studies, Assistant Dean for Administration, Assistant Dean for Financial Affairs, and the Assistant Dean for Development and Alumni Affairs as a nonvoting ex officio member.]

- Advises the Dean on selected College policy, budget, and administrative issues.
- Makes recommendations to the Dean regarding faculty members for appointment to standing committees.
- Make recommendations to the faculty regarding any changes to the College's Standing Committees (additions, deletions, merging).

Graduate Studies Committee (GSC) [Membership defined by the Handbook of Operating Procedures 9-1240]

- 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.
- Upon recommendation of a graduate studies committee, in consultation with the division head and the dean of the college, the Vice Provost and Dean of Graduate Studies may approve a person who is not a member of a graduate studies committee to teach a graduate course and/or serve as a member of a thesis, report, dissertation, or treatise committee.
- 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 College Graduate Advisor and the graduate advisor for each of the college's 5 division graduate programs each of whom serves *ex officio*]

- Oversees graduate progression and policies for the overall program in Pharmaceutical Sciences with each Division's DGA overseeing the division specific course and progression requirements
- 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*]: Associate Dean Grad Studies & Research; Graduate Coordinator

Responsibility: Advisory to the GSC

Pharmacy Assessment Council [Consists of the Director of Assessment (chair), Dean, Associate Dean for Academic Affairs, Associate Dean for Clinical Programs, Associate Dean for Research and Graduate Studies, Assistant Dean for Administration, Assistant Dean for Experiential Education, Assistant Dean for Admissions and Advising, Assistant Dean for Student Affairs, Assistant Dean for Development and Alumni Relations, Assistant Dean for Financial Affairs, Director of Continuing Education, Director of the Learning Resource Center, Chair of the Executive Committee]

- Oversee continuous monitoring and assessment of all mission-related areas for the purpose of improvement and to assure alignment with the strategic plan and ACPE standards
- Based on review of feedback from relevant committees and individuals on all annual programmatic data, make recommendations for next steps

Ad hoc Committees and Taskforces

- College-based 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.
- Standing Committees of the College may also develop ad hoc task forces with specific charges from the Chair of that Committee.

V. Amendments

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

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.