

THE UNIVERSITY OF LOUISIANA AT MONROE
SCHOOL OF PHARMACY
FACULTY BYLAWS

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1. Preamble

The purpose of the Bylaws is to establish an environment for the faculty to participate in the academic and other business decision-making processes of the University of Louisiana at Monroe School of Pharmacy in keeping with the mission of the School. In pursuit of the mission of the School 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.

The School of Pharmacy at the University of Louisiana at Monroe (ULM) endeavors to create a professional learning environment that embraces the concept of continual quality improvement.

This environment will enable the School to produce and maintain excellent academic, research, and service programs that directly enhance the health and environment of the State of Louisiana and beyond.

The mission of the School of Pharmacy (SOP) is to educate future health care professionals to meet the diverse pharmaceutical care needs of the people of Louisiana and to serve the professions of pharmacy and toxicology through a balanced program of education, research, service, and patient care.

The strategic decisions and daily operations of the School's faculty and staff will be reflective of the following values:

1. **Responsibility** - acting morally, ethically, and with integrity, as well as being accountable for one's actions. Students, faculty, and staff have a duty to adhere to these standards. We also recognize our duty to be thoughtful stewards of those resources entrusted to us.
2. **Innovation** - the synthesis, embodiment, or combination of knowledge in original, relevant, valued new products, processes, or services, especially as related to promoting optimal patient and educational outcomes.
3. **Collaboration** - the development of educational, research and practice partnerships among students, practitioners, educators, and other stakeholders.
4. **Quality** - the pursuit of excellence, which is cultivated and assessed through a process of continual quality improvement.
5. **Professionalism** - the demonstration of structural, attitudinal, and behavioral attributes of a profession and its members. Certain professional attributes, including a service orientation; caring; respect for others; accountability and responsibility for one's action; integrity; honesty; ethically sound decision making; and a commitment to life-long learning are fundamental to our functioning as learners, educators, researchers, scholars, and practitioners of pharmacy.

2. Name

The name of this organization shall be THE UNIVERSITY OF LOUISIANA AT MONROE SCHOOL OF PHARMACY

3. Function, Faculty Membership, Organizational Officers and Governance

3.1 Function of the Faculty

The School of Pharmacy Faculty shall be responsible for governing its affairs including, but not limited to, student policies, curricular matters, faculty promotion and tenure policies, and operational policies as may be specified by the Bylaws.

3.2 Membership and Voting Privileges

All persons with academic rank having a contractual appointment in an Academic Department within the School of Pharmacy shall be considered members of the faculty of the School of Pharmacy. Full-time faculty members, who are tenured or are receiving probationary credit towards tenure, have full voting privileges in their respective departments, academic units and at meetings of the faculty. Clinical track faculty have full voting privileges in faculty matters with the exception of promotion and tenure of tenure track faculty. Part-time (at least 50% FTE) faculty have full voting privileges in faculty matters not related to personnel or that impact a student's status in the program (i.e. Academic Standards, Admissions, and Ethics and Professional Conduct Committees).

3.3 Dean of the School

As the presiding officer of the faculty, the Dean of the School of Pharmacy is the principal 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 School of Pharmacy. The Dean of the School of Pharmacy is appointed by and serves at the discretion of the President of the University of Louisiana at Monroe.

3.4 Administration of the School

The Dean of the School of Pharmacy shall be aided by other faculty and staff who have been appointed to administer specific duties. These positions include Associate/Assistant Deans, Business Manager, Department/Assistant Department Heads and other administrators who are appointed as Directors or Coordinators. Administrative officers are appointed by and serve at the discretion of the Dean.

3.5 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 at least twenty percent (20%) of the faculty. Notice of such meetings must be announced no later than five working days after receipt of the petition. A designee of the Dean will serve as the faculty secretary. The faculty secretary shall attend all faculty meetings and take minutes that will be given to the Dean for distribution.

Department Heads are to hold departmental meetings at least once each month during regular semesters and/or more frequently as required to properly conduct the business of the department. The Department Head shall prepare an agenda for each meeting. 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 department faculty and/or be posted on the School of Pharmacy website (within one business week). Voting may be conducted by absentee ballot, email, or secret ballot as determined by the presiding officer.

A quorum for faculty meetings will be a simple majority of those eligible to vote. School or departmental business cannot be conducted if a quorum is called and found lacking. All actions of the faculty to change 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. The Dean shall be the presiding officer in general faculty meetings. In his/her absence or inability to preside, this function shall be exercised by an Associate Dean, Assistant Dean, or faculty member designated by the Dean. The Department Head will be the presiding officer (Chair) in Departmental meetings. In his/her absence or inability to preside, this function shall be exercised by an Assistant Department Head or Assistant Dean or faculty member designated by the Department Head and/or Dean. The Dean shall prepare an agenda for each faculty meeting. Other standing committees as outlined in Article IV or Department Heads may forward additional items. The faculty secretary or designee shall prepare and distribute to the faculty: (1) a tentative agenda at least seven working days prior to the next scheduled faculty meeting, and (2) meeting minutes within five working days after each faculty meeting during the academic year.

Additional agenda items may be placed on the faculty meeting agenda following submission and approval by the office of the Dean and presented to the faculty secretary, at least five working days prior to the meeting date.

3.6 Pharmacy Administrative Council

The Dean, Associate/Assistant Deans, Academic Department Heads, Chair of the Faculty Affairs Committee and other unit administrators shall constitute the Pharmacy Administrative Council of the School of Pharmacy. The Chairperson of this committee shall be the Dean. Summary of the meetings shall be kept and copies provided to all members of the faculty, at the discretion of the Dean.

3.7 Parliamentary Authority

Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings, except as otherwise specified by the Bylaws. The faculty and/or Dean/Department Head may appoint a Parliamentarian.

3.8 Amendments

Amendments to the Bylaws shall be presented in writing, to each member of the faculty, at least five 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.

4. Organizational Units and Operation

4.1 Academic Departments of the School of Pharmacy

4.1.1 Composition

Definition: An Academic Department is the basic administrative unit within the School of Pharmacy. The Academic Department shall be organized around a particular field of knowledge, instructional objective or mission. It must meet the instructional (teaching), scholarship, and service requirements of the School. Sufficient funds shall be provided by the School to support the academic responsibilities of each department.

The Academic Departments of the School of Pharmacy are:

- (1) Department of Basic Pharmaceutical Sciences
- (2) Department of Clinical Sciences
- (3) Department of Toxicology

Review of Departments

Each Department shall undergo a periodic review, by the PAC of its performance no less frequently than once every seven years. This review shall include a determination that the department continues to accomplish its objectives and meets the requirements stated in Section 4.1 above. The results of the review shall be reported to the Dean.

4.1.2. Department Head and Administrative Appointments

Each department shall have a head, or interim head, who is responsible for the organization and administration of that department, and shall perform such other duties as the Dean may assign. Administrators of subdivisions of a department will be appointed by the Department Head with the approval of the Dean. In the case of an absence, the Department Head should appoint an Acting Department Head.

Search Committee for Department Head

Upon a vacancy of a Department Head, the Dean shall appoint a Chairperson and other members of the Search Committee to recommend potential candidates for nomination as Department Head. The Search Committee, under the direction of the Chair and in conjunction with University Human Resources Department, shall ensure that all School, University and State requirements governing employment are met.

4.1.3. Academic Appointments

4.1.3.1 General Statement of Appointment

Faculty members shall support the components of School and University Mission Statements: teaching, research, and service. The conditions, including title, term, and compensation, of every faculty appointment shall be stated precisely in writing and be in the possession of both the School and the faculty member. All such appointments shall be subject to the approval of the University and Board of Supervisors. Faculty appointments are made to an Academic Department of the School.

All members of the School of Pharmacy Faculty are entitled to academic freedom. Faculty members are entitled to freedom in research and the publication of the results subject to applicable School and University policies and regulations and contractual obligations.

4.1.3.2 Definition of Faculty Ranks

1. Professor

The rank of Professor shall be held by those Faculty who have an earned terminal degree in field of specialization plus ten years of appropriate professional experience, have demonstrated outstanding teaching, research, and/or clinical ability, and are recognized as outstanding in his/her field. Such characteristics will include membership in appropriate national professional societies and certifications by the appropriate specialty board, if such membership or certification is appropriate to his/her function in the Department.

2. Associate Professor

The rank of Associate Professor shall be held by an individual with an earned master's degree plus one year of additional graduate work in field of specialization plus at least seven years of appropriate professional experience, or an earned terminal degree in field of specialization plus at least three years of appropriate professional experience. Such qualifications should include varied extensive experience in his/her field, membership in appropriate national professional societies, recognition as an outstanding teacher, scientist, and/or clinician, and certification by the appropriate specialty board, if such membership or certification is appropriate to his/her function in the Department.

3. Assistant Professor

The rank of Assistant Professor shall be held by an individual with an earned master's degree in field of specialization plus either a minimum of three years of appropriate professional experience or one additional year of graduate work in field of specialization, or an earned terminal degree in field of specialization. Qualifications should include acceptable post-doctoral experience in a research or clinical setting, and certification by specialty board, if such certification is appropriate to his/her function in the Department.

4. Instructor

The rank of Instructor shall be held by an individual with an earned master's (or equivalent or higher) degree in field of specialization.

5. Adjunct Faculty

An adjunct faculty member is an individual who is appointed by the School to serve in a specific teaching, research or clinical capacity. The Individual is typically considered to be serving in a temporary or auxiliary capacity. Adjunct faculty may be employed at the rank of instructor, assistant, associate or professor level.

a.) Individuals who provide special service to ULM through their expertise, knowledge, or experience may be appointed as adjunct faculty and be so listed in the Catalog. Examples of such service may include:

- 1) Research collaborations
- 2) Graduate committee membership (Graduate faculty membership)
- 3) Special course expertise
- 4) Special clinical training
- 5) Visiting Professor
- 6) Other Activities*

*As determined by the department head in conjunction with the Dean.

b.) The Dean and the department head will consult on the appropriate rank of adjunct faculty appointments based upon:

- 1) Credentials (verified per official documents)
- 2) Experience
- 3) Needs of academic unit

c.) The department head will submit his/her recommendation to the Dean.

d.) The Dean will request the approval of the Provost and Vice President for Academic Affairs for appointment and listing of the adjunct faculty member in the Catalog. Forms are provided for that purpose. In addition, the name must be submitted by the Dean along with those of new faculty for the Catalog.

4.1.3.3 Terms of Appointments

1. Initial Faculty Appointments:

Faculty appointments should be coordinated with the School's academic year, commencing on July 1 and ending on June 30. New appointees are recommended by Search Committee to the Dean and are subject to the approval of the Vice President for Academic Affairs and the President, who recommends prospective faculty members to the University Of Louisiana System Board Of Supervisors. Clinical track appointments may be made for a visiting professor or clinical professor at the rank of assistant professor or above, but shall not count as time toward tenure. The rules for appointing a clinical professor can be found in ULS Policy FS-III.X.E-1.

Appointment letters in these instances shall clearly state that individuals receiving such clinical track appointments shall not be accruing years toward tenure. In the event that a clinical track appointment is followed by a tenure track appointment, the time to be used toward tenure shall begin only with the tenure track appointment.

2. Renewal of Tenured/Tenure Track Faculty Appointments:

Should a tenure track appointment above the rank of instructor be made, it is assumed to be continuous, subject to the regulations of the University of Louisiana System Board of Supervisors, unless the faculty member is notified by the department head and/or academic Dean on or before March 1 that the appointment will not be renewed after the spring semester. (See Section 3.1.2 of the ULM Faculty Handbook)

3. Renewal of Clinical Track Faculty Appointments:

Appointment above the rank of instructor on a clinical track basis may be made subject to the approval of the University Of Louisiana System Board Of Supervisors. Faculty employed on a clinical track appointment may be notified by the department head and/or academic Dean on or before March 1 that the appointment will not be renewed after the spring semester (the same as those on tenure track appointments).

4. Termination of Faculty Appointments:

A faculty member desiring to leave the employment of the University should notify the Dean in writing no later than March 1. Terms of temporary and part-time appointments are specified in the appointment letters, are for the period stated in the appointment letters, and require no further notice of termination. Faculty members under tenure may terminate their appointments by submitting their resignation in writing to the Dean by March 1 for termination at the end of the school year or at a mutually agreed-upon time. Faculty appointments of clinical track faculty expire at the end of each academic year or terminate at the close of the period specified in the appointment letter and carry no obligation for re-appointment.

4.1.3.4 Dismissal Due to Financial Exigency

A tenured or clinical track faculty appointment may be terminated before the expiration of its term for demonstrated financial exigency as determined by the Board of Supervisors in its sole discretion. In such cases, all terminations on these grounds must be approved by the Board of Supervisors after consideration by appropriate Faculty governing bodies in accordance with the procedures provided for in ULM Faculty Handbook (Section 3.7.4. Policy Statement for Possible Reduction in Faculty).

4.1.4. Teaching, Scholarship, and Service Requirements

Individual Faculty shall provide an exceptional learning environment that promotes the School mission of preparing pharmacists and scientists for professional competency and accomplishment. Faculty have the obligation to become familiar with University and School policies concerning performance evaluation and grading, attendance, and other standards outlined in Student Handbooks and elsewhere, and shall adhere to those policies. Faculty members should be familiar with and comply with all University regulations and city ordinances for emergency procedures related to fire, natural disasters, medical problems, or disruptions, and should request students to do the same. Faculty members shall serve on University, School, and Department standing committees; membership on working and policy-making committees and task forces may

be appointed by the University President, Provost, Dean, or Department Head. The Faculty is expected to attend University Academic Exercises, and to participate in Professional and other Learned Societies.

4.1.5. Faculty Development and Mentoring

Faculty development in the areas of instruction and scholarship shall be fostered by individual mentoring programs, per respective department guidelines. An initial general orientation and training program will be provided at the School level.

4.1.6. Evaluation Procedures/Annual Review

Individual faculty members shall submit a completed annual report to Department Heads reflective of instructional, scholarship, and service, along with administrative duties if warranted.

It is a basic principle that every faculty member of whatever rank shall at all times be held responsible for competent and effective performance of duties.

4.1.7. Budgets

Sufficient funds shall be provided by the School to fully support the academic responsibilities of each department.

4.2 Promotion and Tenure

4.2.1. Composition of the Departmental and School Promotion and Tenure Committees

1. By the last week of September, the Department Head will form a Departmental Promotion Committee. Only one promotion committee will be formed in each department. The Committee will elect a chair and a secretary. For purposes of this procedure, departments will be defined as budgetary units. All reasonable security measures will be taken at all levels of the procedure to ensure confidentiality. Additional mentoring by members of the Departmental Promotion Committee is encouraged at this time. By the first week of February, the faculty applicant for promotion will submit a cover letter, application form, vita and supporting documentation to the Department Head.
2. The Departmental Promotion Committee will consist of full-time faculty with the rank of Associate Professor and above, excluding the Department Head. Only faculty at or above the rank to which the applicant aspires will consider the applicant for promotion.
3. The Dean will convene a meeting of the School Promotion Committee, which will consist of the chairs of all of the Departmental Promotion Committees within the School.

4.2.2. Committee Functions

1. To review all recommendations and dossiers of faculty which have been forwarded by their home department and vote in accordance with University policy, and
2. To provide a 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.

4.3 Faculty Awards

Faculty awards are decided upon and presented by various student organizations within the School.

5. Committees

5.1 Enumeration and Classification

5.1.1. School of Pharmacy Committees

- a) Academic Standards and Ethics Committee
- b) Admissions Committee
- c) Assessment Committee
- d) Curriculum Committee
- e) Faculty Affairs Committee
- f) Faculty Development Committee
- g) Graduate Studies Committee
- h) Lab Animal Care/Risk Management Committee
- i) Pharmacy Administrative Council
- j) School Promotion and Tenure Committee
- k) Student Affairs Committee
- l) Departmental Promotion and Tenure Committees
- m) Pharmacy Practice Experience Committee
- n) Toxicology Curriculum and Assessment Committee

5.1.2. Ad Hoc Committees

Special committees (ad hoc) that the Dean, Administrative Council or faculty shall create as needed

5.1.3. Chair Appointment

1. The Dean shall have the responsibility for maintaining a list of faculty appointments to committees. The Dean shall appoint the Committee Chairs and

membership to committees except for the Departmental Promotion & Tenure Committee.

2. The Departmental Promotion & Tenure Committee Chair, Secretary and Faculty Affairs Committee Chair shall be elected by the voting members of the Committee.

5.1.4. Meeting Schedules

Committees shall meet regularly to conduct such business as necessary to fulfill their charge. Substitutes may attend committee meetings in the absence of the committee member with the exception of the Promotion and Tenure Committees.

5.1.5. Voting

Committee voting shall be limited to Committee members. The Committee Chair shall serve as the tiebreaker when needed or to meet a quorum.

5.1.6. Appointments and Timeline

1. Appointments of committee members and chairs are the responsibility of the Dean's Office based on faculty requests and advisement from the Dean's Council.
2. Appointments are made annually prior to the fall semester. Committee turnover not exceeding 50% is desirable. Committee turnover exceeding 50% and Chair appointment duration shall be reviewed and authorized by the Dean's office annually.
3. In the event of the departure of the chair, the Dean will appoint another chair from the existing committee members. In the event of the departure of a committee member, the member can be replaced by the Dean at the request of the chair.
4. The composition of all committees will reflect the ratio of current faculty numbers (CS faculty: BPS faculty: TOX faculty), excluding the chair and Ex-officio members unless otherwise specified.
5. The Dean may assign additional charges to the committees as appropriate.
6. All committee chairs shall provide the following year's committee with assessment of process and recommendations for improvement.

5.1.7. Minute Availability

Committee minutes shall be kept and approved for all business. Committee secretaries, who shall be appointed by the Committee Chair, shall be responsible for timely preparation of the minutes. Committee Chairs shall be responsible for forwarding

finalized, committee- approved minutes to the Dean’s office. An end of the year summary report will be submitted to the administrative liaison by August 1st annually.

5.2 Committee List and Description

5.2.1. Committee Descriptions

5.2.1.1 Academic Standards Committee and Ethics Committee

1. Composition

- a. Chair plus three (3) CS faculty members and one (1) BPS faculty member
Four (4) pharmacy students plus four (4) alternates elected by the Student Senate with equal representation from P1-P4 class. (Student members will not participate in Academic Standards cases)
- b. Associate Dean of Academic Affairs, Ex officio member

2. Function

- a. Evaluate students with substandard academic performance as demonstrated by non-progression or non-passing grades and probation, and recommend appropriate remediation to the Dean of the School of Pharmacy.
- b. When requested by the Dean of the School of Pharmacy, evaluate the academic progress of individual students and make recommendations concerning retention and/or remediation.
- c. When requested by the Dean of the School of Pharmacy, evaluate the academic record and circumstances surrounding the academic performance of students who have been suspended or dismissed from the program for academic reasons and are requesting readmission.
- d. Continue to monitor academic standards issues within the program and make recommendations to the Dean of the School of Pharmacy with respect to mechanisms to improve the development, monitoring and enforcement of Academic Standards within the School of Pharmacy.
- e. To orient the incoming student body and Committee Members to the Ethical and Professional Conduct Code
- f. To enforce the Code of Ethical and Professional Conduct Code as voted on by the SOP Student Body
- g. To provide the Dean timely reports of Committee actions and recommendations
- h. To assist the Dean’s Office with dissemination of information regarding the provisions of the Code

- i. Provide minutes of each meeting including descriptions of all recommended actions to the Associate Dean of Academic Affairs. It will be the responsibility of the Associate Dean of Academic Affairs to maintain files of all academic actions taken.

5.2.1.2 Admissions Committee

1. Composition

- a. Chair plus five (5) CS faculty members and two (2) BPS faculty members
- b. Two (2) P1 pharmacy students
- c. Associate Dean for Assessment, Ex officio member
- d. Director of the Office of Student and Professional Affairs as ex officio
- e. Additional faculty members, alumni and students as needed to assist with the interview process. These “interviewing” members role shall be limited to interviewing and scoring applicants.

2. Function

- a. Evaluate and make changes to the admissions criteria to assure quality applicants
- b. Assist the OPSA with data integrity evaluation and data processing
- c. Recommend improvements to the admissions process
- d. Review files of all qualified applicants before recommendation to the Dean
- e. Recommend applicants to the Dean for admission to the professional pharmacy program

5.2.1.3 Assessment Committee

1. Composition

- a. Chair (non-sitting) plus sitting chairs of Professional Program Committees (Academic Standards and Ethics, Admissions, Curriculum, Faculty Development, Pharmacy Practice, Student Affairs).
- b. Directors of OSPA Professional, OEE, Department Heads of BPS, CS and TOX as Ex officio members

c. Associate Dean for Assessment, Ex officio member

2. Function

- a. Link SOP activities with the mission of the School
- b. Review assessment cycle, plan, and map
- c. Recommend assessment changes to the Dean
- d. Evaluate assessment data and provide reports to appropriate committees
- e. Coordinate assessment initiatives with the Associate Dean for Assessment
- f. To review and interpret longitudinal item and exam question statistics

5.2.1.4 Curriculum Committee

1. Composition

- a. Chair plus seven (7) CS faculty members and three (3) BPS faculty members; one member each from Pharmacy Care Lab and Pharmacy Practice Experiences.
- b. One (1) P1 pharmacy student, one (1) P2 pharmacy student, one (1) P3 pharmacy student
- c. The Associate Deans for Academic Affairs and Assessment as Ex officio members
- d. The Associate Dean for Academic Affairs shall serve as the permanent Secretary to the Committee
- e. Director of the Office of Student and Professional Affairs

2. Function

- a. To conduct a continuing evaluation, quality management and enhancement of the current pre-professional and professional curricula in the School of Pharmacy;
- b. To develop recommendations of curricular and pedagogical revision, additions and other alterations to assure optimal student learning and outcomes. Implementation, monitoring and evaluation of all curricular revisions

- c. Insure integration of the curriculum across academic disciplines and the integration of didactic and experiential (including IPPEs, service learning and APPEs) curricula
- d. Address other curricular issues as necessary
- e. To report its minutes and recommendations to the Faculty, and
- f. To accomplish the essential goal and purpose, this committee shall have both the responsibility and right to;
 - i. Evaluate new course and course change applications that originate in the School of Pharmacy;
 - ii. Review the content of individual and collective courses as to the completeness and contemporary nature of the content, and contribution to the breadth, depth and value to the total curriculum, according to the expected competencies of students completing each course, and
 - iii. Develop and sponsor programs to encourage and reward faculty for innovative teaching, educational research, and for the development of innovative new course offerings or mechanisms to enhance student learning.
 - iv. In conjunction with the assessment committee, evaluate and recommend revisions of the course and instructor evaluation process for the professional program
 - v. In conjunction with the assessment committee, evaluate and recommend revisions of plans for assessment of learning outcomes, teaching styles, and teaching effectiveness.
 - vi. Review all course and programmatic assessment data and make recommendations for curricular and pedagogical quality enhancements

5.2.1.5 Faculty Affairs Committee

1. Composition

- a. Two (2) members from BPS, three (3) from CS, plus one TOX and one at large member. Members to be selected by faculty vote. Members shall be nominated from non-administrative faculty (ie. Deans, Department Heads and Directors).
- b. Members will select a chair to serve on the PAC Committee

2. Function

- a. To represent and advocate for the faculty to the Office of the Dean
- b. Maintenance of the Faculty Bylaws. Recommended changes will be forwarded to the PAC.
- c. Develop and oversee programs to encourage and reward faculty for achievements in teaching, research/scholarship and service

5.2.1.6. Faculty Development Committee

1. Composition

- a. Chair plus four (4) CS faculty members, two (2) BPS faculty members and one (1) TOX faculty member
- b. Associate Dean for Assessment, Ex officio member

2. Function

- a. Identify faculty development needs within the School
- b. Assist with the development and delivery of a faculty orientation program
- c. Establish a “Faculty Academy” with a series of monthly workshops designed to enhance faculty development
- d. Coordinate SOP faculty development with ULM Teaching and Learning Resource Center (TLRC) opportunities

5.2.1.7. Graduate Studies Committee

1. Composition

- a. Chair plus two (2) BPS faculty members and one (1) TOX faculty member with full graduate faculty status
- b. Chair of Committee is the current Director of Graduate Studies and Research in the School of Pharmacy
- c. Dean, as Liaison

2. Function

- a. Develop and disseminate policy and procedure for shared research equipment within the School of Pharmacy.

- b. Develop and implement a policy for ongoing review and re-appointment of graduate faculty.
- c. Evaluate graduate applicants for admission into the School of Pharmacy Graduate Programs submitted by individual departments and make recommendations concerning admission to the Director and Dean of the School of Pharmacy.
- d. Re-evaluate and refine the process used to assign graduate assistant stipends to graduate students in the School of Pharmacy. The policy should continue to take into account the need to nurture and develop new faculty as well as reward productive faculty while addressing the potential loss of graduate assistant lines in the effort to increase stipends.
- e. Develop a written plan and timeline to increase the dollar amount of graduate student stipends.
- f. Assign graduate stipends according to written policies developed by the Committee.
- g. Evaluate and make recommendations concerning issues important to the graduate program in the School of Pharmacy to the Dean of the School of Pharmacy.

5.2.1.8 Laboratory Animal Care/Risk Management Committee

1. Composition

- a. Environmental Safety Officer
- b. Controlled Substance Officer
- c. Chair plus one (1) CS faculty member
- d. SOP facilities manager
- e. All faculty members with consistent animal use
- f. Dean, as Liaison
- g. Assistant Director of Pharmacy Animal Vivarium

3. Function

- a. Development and dissemination of written policies for storage and use of animals in the School of Pharmacy Vivarium

- b. Ensure the appropriate operation of the vivarium and that policies and procedures with respect to animal use and care are being appropriately followed by faculty and students
- c. Provide quarterly safety training sessions for faculty and students in the School of Pharmacy and provide appropriate documentation of those training sessions to the University
- d. Maintain policy and procedures for the governance of faculty and students in the handling, storage, collection and disposal of hazardous waste materials, including radioactive materials within the School of Pharmacy
- e. Develop an initial risk management training program for all incoming faculty and graduate students that at a minimum addresses pertinent safety issues important to the University and policy and procedures governing hazardous waste materials
- f. Continue to monitor risk related issues in the School of Pharmacy and make recommendations concerning these issues to the Dean of the School of Pharmacy when needed

5.2.1.9 Pharmacy Administrative Council

1. Composition

- a. Dean, as Chair of the Committee
- b. Associate Deans
- c. Departments Heads
- d. Assistant Department Heads
- e. Assistant Deans
- f. Chair, Faculty Affairs Committee
- e. Others appointed by the Dean

2. Function

- a. Serves as an advisory committee to the Dean regarding matters of School policy and special initiatives.

- b. To plan, develop, coordinate, monitor and control ongoing activities and programs of the School of Pharmacy.
- c. To review the School budget and provide recommendations to Dean on resource allocation.
- d. Coordinate strategic planning to accomplish mission and goals
- e. Use assessment data to guide the evolution of the mission and strategic plan
- f. Communicate strategic planning via SOP website
- g. Serves as an advisory committee to the Dean regarding SOP budget planning, implementing and management
- h. Evaluate and monitor the state of current information technology and resources within the School of Pharmacy and make recommendations to the Dean of the School of Pharmacy
- i. Make recommendations to the Dean regarding utilization and allocation of space in the Bienville building, those sections of Sugar Hall allocated to the School of Pharmacy and the satellite campuses in Shreveport and Baton Rouge

5.2.1.10 School Promotion and Tenure Committee

1. Composition

- a. SOP Departmental Promotion and Tenure Chairs

2. Function

- a. To review all recommendations and dossiers of faculty which have been forwarded by their home department and vote in accordance with University policy, and
- b. To provide a 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

5.2.1.11 Student Affairs Committee

1. Composition

- a. Chair plus five (5) CS faculty members and two (2) BPS faculty members
- b. Four (4) students; 1 each from P1-P3 as well as the student president

- b. Director of Student Affairs
- c. Associate Dean for Academic Affairs

2. Function

- a. Provide input for increasing faculty participation at student events
- b. Communicate faculty/student interaction opportunities to faculty
- c. Inform faculty of technology issues with students
- d. Review student policies and make recommendations to the Dean for improvement
- e. Meet with Student Senate when invited to provide faculty perspectives
- f. Serve as judging panel for student competitions
- g. Evaluate issues impacting student/faculty relations and make recommendations for quality enhancements
- h. Evaluate student needs, insure that current student services are meeting student needs and make recommendations for new student services or quality enhancements of current services
- i. To oversee the allocation of School funds for student travel
- j. To development and dissemination of written policies for naming student recipients of awards and scholarships
- k. Recommend to the faculty and Dean appropriate students to receive academic and/or professional practice or service awards
- l. Recommend to the Dean appropriate students to receive scholarships and provide information and/or recommendations to the University Scholarship Committee
- m. Define criteria to be used in awarding the meritorious service and alumni of the year award, and prepare a slate of candidates for each award for the Dean

5.2.1.12 Departmental Promotion and Tenure Committees

1. *Composition*

- a. When voting at the Departmental Level, those eligible to vote are:
 - i. For promotion to Associate Professor – All full-time faculty at

rank of Associate Professor and Professor

ii. For promotion to Professor - all full-time Professors, and iii.

For Tenure - all tenured faculty

2. Function

a. By the second week of September, the faculty member seeking promotion, the department head, or both, should decide upon the possibility of the applicant's applying for promotion so that she or he may begin to gather the appropriate documentation. Additional mentoring by the department head is encouraged at this time. This date is not to be considered a final deadline for initiation of the promotion process. By the last week of September, the department head will form a Departmental Promotion Committee. Only one promotion committee will be formed in each department. The Committee will elect a chair and a secretary. For purposes of this procedure, departments will be defined as budgetary units. All reasonable security measures will be taken at all levels of the procedure to ensure confidentiality.

b. By the first week of February, the faculty applicant for promotion will submit a cover letter, application form, vita and supporting documentation to the department head.

c. To forward to the Dean the faculty member's credentials if a positive recommendation is voted upon by a simple majority;

d. To be responsible for conducting a Third Year Review of progress toward promotion and tenure for Assistant Professors, and

e. To follow ULM guidelines for Promotion and Tenure (Section 5.2.2)

5.2.1.13 Pharmacy Practice Experience Committee

1. Composition

a. Chair plus five (5) CS faculty members and one (1) Pharmacy Practice Experience member.

b. Associate Dean for Academic Affairs

2. Function

a. Serve in an advisory role to the Office of Experiential Learning,

b. Evaluation of Introductory and Advanced Pharmacy Practice Requirements (e.g., assignments checklists),

- c. Evaluation of Advanced Pharmacy Practice Experience Exams, and
- d. Serve as a representative body of Faculty to suggest and/or review any changes in the practice experiences

5.2.1.14 Toxicology Curriculum and Assessment Committee

1. Composition

- a. Department Head of Toxicology
- b. Three (3) faculty members representing Department of Toxicology

2. Function

- a. Continue to evaluate the Toxicology curriculum and insure that it meets the needs of current graduates who may go on to professions in a variety of fields
- b. Identify, develop, and/or refine outcomes for the Toxicology program and map the outcomes in the Toxicology curriculum
- c. Present any changes in the Toxicology curriculum to the University Curriculum Committee

6. Adoption

These Bylaws adopt certain documents necessary to the governance of the School of Pharmacy.

The faculty adopts the following documents related to governance.

6.1 Internal Documents

Amendment of these documents will be completed by a majority vote of the respective faculty at a faculty meeting.

- 1. Professional Pharmacy Program Catalog Content
<http://www.ulm.edu/academics/catalogs/>
- 2. School of Pharmacy Student Handbook
<http://www.ulm.edu/pharmacy/studentpolicy.html>
- 3. School of Pharmacy Policy & Procedures
<http://www.ulm.edu/pharmacy/facultypolicy.html>
- 4. School of Pharmacy Guidelines
- 5. Departmental Policy and Procedures
- 6. Departmental Guidelines

6.2 External Documents

The appropriate University of Louisiana at Monroe governing body will complete amendment of these documents. The Dean's office will be responsible for transmitting amended external documents to the faculty.

1. ULM Faculty Handbook <http://www.ulm.edu/facultyhandbook/FacultyHandbook.pdf>
2. ULM Graduate Catalog <http://www.ulm.edu/academics/catalogs/>
3. ULM Undergraduate Catalog <http://www.ulm.edu/academics/catalogs/>
4. ULM Student Policy <http://www.ulm.edu/studentpolicy/>