



# BYLAWS OF THE FACULTY

Updated May 25, 2023

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# **ARTICLE I: FUNCTION, FACULTY MEMBERSHIP, ORGANIZATIONAL OFFICERS, AND GOVERNANCE**

## **SECTION A FUNCTIONS OF THE FACULTY**

The faculty of the College of Pharmacy and Health Sciences shall be responsible for the governance of its affairs including, but not restricted to, student policies, curricular matters, faculty promotion and contract policies, and such operational policies as may be specified by the Bylaws.

## **SECTION B MEMBERSHIP**

All persons holding a full-time appointment, i.e., 50 percent time or greater contractual appointment with Western New England University College of Pharmacy and Health Sciences at the rank of Instructor or above shall be voting members of the faculty of the College of Pharmacy and Health Sciences. Faculty appointments of Visiting, Adjunct, Research, or Clinical Adjunct shall not have voting privileges.

### *College Faculty*

All persons holding a full-time appointment, i.e., 50 percent time or greater contractual appointment with Western New England University College of Pharmacy and Health Sciences at the rank of Instructor or above shall be voting members of the faculty of the College of Pharmacy and Health Sciences. Faculty appointments of Visiting, Adjunct, Research, or Clinical Adjunct shall not have voting privileges.

### *College Graduate Faculty*

Graduate faculty of the College of Pharmacy and Health Sciences (“College”) will consist of those faculty who administrate, teach, or advise in a College graduate program (i.e., Master’s or Ph.D.). Affiliate graduate faculty will consist of faculty that are not faculty of the College but are faculty of Western New England University or affiliated with other higher education institutions, including academic medical centers, and either teach or advise within a College graduate program.

## **SECTION C DEAN OF THE COLLEGE OF PHARMACY AND HEALTH SCIENCES**

The Dean of the College of Pharmacy and Health Sciences, as the presiding officer of the faculty, is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed to the successful completion of the role and mission of the College of Pharmacy and Health Sciences.

The Dean of the College of Pharmacy and Health Sciences is appointed by and serves at the discretion of the President and Provost of the University.

## **SECTION D FACULTY OFFICERS OF THE COLLEGE OF PHARMACY AND HEALTH SCIENCES**

Other faculty officers, appointed to administer specific responsibilities delegated to them by the Dean, shall assist the Dean of the College of Pharmacy and Health Sciences. Such additional faculty officers shall be: (1) The Assistant/Associate Deans for Academic Affairs, Student Affairs, and

Experiential Affairs, and Assessment and Accreditation; (2) academic Department/Division Chairs; and (3) other program administrators who may be appointed such as department vice chair, chiefs of clinical services, directors or coordinators. Faculty officers are appointed by and serve at the discretion of the Dean with input from the full faculty and staff when relevant, and the approval of the Provost.

## SECTION E MEETINGS OF THE FACULTY

Meetings of the faculty as-a-whole shall be convened by the Dean in consultation with the Faculty Affairs Committee at least once during each fall and spring semester. Additional meetings of the faculty may be convened at the discretion of the Dean.

The Dean and a representative from the Faculty Affairs Committee shall preside over all meetings of the College of Pharmacy and Health Sciences faculty organization. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all meetings, except as otherwise specified in the Bylaws.

All actions of the faculty establishing policy recommendations and/or changes in the Bylaws shall require an affirmative vote by a two-thirds majority of the eligible present voting members of the faculty. Program specific meetings will be held for matters that are exclusively related to on specific program and only full-time faculty and administrators who are members of that program will be eligible to vote. Any new degree program additions /amendments brought to the faculty by the committee(s) responsible for the curricula shall require an affirmative vote by a two-thirds majority of eligible present faculty voting members. All other actions of the faculty shall require an affirmative vote by a simple majority of the members voting, taking into account the eligibility guidelines stated above.

## SECTION F EXECUTIVE COMMITTEE OF THE COLLEGE OF PHARMACY AND HEALTH SCIENCES

The Dean, Assistant/Associate Deans, academic Program Directors and Department Chairs, and Assistant to the Dean, and faculty/staff members with administrative responsibilities (at the discretion of the Dean of Pharmacy and Health Sciences) and a faculty representative from the Faculty Affairs Committee shall constitute the Executive Committee of the College. The chair of this committee shall be the Dean.

The Executive Committee shall serve to advise the Dean, as well as coordinate and facilitate the implementation of all faculty, student, and staff activities required to fulfill the role and mission of the College. To this end, the Executive Committee shall recommend to the Dean:

1. The appointment of the faculty members nominated to serve on standing faculty committees, except where membership is determined by faculty vote.
2. The charges to each standing and ad hoc committee.
3. Budget allocations and adjustments.
4. Strategic planning activities, goals, and initiatives of the College.
5. Other matters may be brought to the committee by the faculty and officers of the College.

Additionally, Executive Committee function shall be guided by 1) written policy and by 2) recommendations proposed by faculty committees.

## SECTION G AMENDMENTS AND SUSPENSION

Amendments to the Bylaws shall be presented in writing to each member of the faculty at least ten (10) working days prior to the meeting at which such amendments shall be voted. Amendments to the Bylaws shall require an affirmative vote by a two-thirds majority of the eligible present voting members of the faculty. Non-substantive changes (i.e. grammatical or typographical) do not require a vote by the faculty but do require faculty notification.

Proposed suspensions of any portion of the Bylaws shall be presented in writing to each member of the faculty at least ten (10) working days prior to the meeting at which such suspension proposals shall be considered and voted. A suspension proposal must be specific as to the section and paragraph of the Bylaws to be suspended, and as to the time period of the suspension. A suspension of the Bylaws cannot exceed a duration of more than one academic year. Approval of a suspension proposal shall require a two-thirds majority vote of the eligible present voting members of the faculty at one meeting.

## **ARTICLE II: ORGANIZATION UNITS**

### **SECTION A ACADEMIC DEPARTMENTS/DIVISIONS**

The faculty of the College of Pharmacy and Health Sciences shall be organized into academic departments and divisions according to professional or scientific area and teaching discipline. Additional departments, which may be created to meet future needs of the College, shall be formed and governed in accordance with these Bylaws.

The Departments/Divisions are composed of tenured, tenure-track, and non-tenure-track academic, clinical, and/or research appointments.

Each department/division shall formulate and follow a departmental/division mission statement and goals, which are in support of the mission and goals of the College. The mission and goals of the department/division shall also adequately and appropriately support the special and unique faculty needs of that department/division, and shall also effectively contribute to the development and delivery of the professional curriculum, to policy pertaining to faculty governance, and academic standards.

Each department/division shall be allocated a separate operational budget, and a member of the departmental/division faculty appointed to such responsibility by the Dean shall administer each. These administrators shall be the academic department/division faculty Chairs, and each will be responsible for providing leadership and governance to all faculty and staff appointed to that department/division with input from the full faculty and staff when relevant.

A Department/Division Chair may be assisted in his/her responsibilities by other faculty members appointed to serve as vice departmental chairs with input from the full faculty and staff when relevant.

### **SECTION B FACULTY COMMITTEES**

Standing faculty committees shall be appointed by the Dean to represent the total College faculty organization in the governance of their affairs, and to protect and promulgate faculty interests pertaining to the mission, role and functions of the College. These committees shall develop policy and provide recommendations for the governance of the following specific areas of academic business:

1. Student qualifications and standards for admission into the professional and graduate education programs.
2. Student standards for professional behavior and expectation within the professional and graduate education programs.
3. The programs of study for professional and graduate education, requirements and standards for graduation and progression from these programs.
4. The requirements and standards for faculty promotion and tenure.

Faculty membership on standing College of Pharmacy and Health Sciences committees and subcommittees shall be determined by the requirements of committees as described in these Bylaws and shall be representative of the College faculty as a whole (Article III). Membership of ad hoc subcommittees shall be determined by the Chair of the standing committee that created the ad hoc subcommittee. When faculty nomination and vote determine membership, such elections will be conducted by the Dean's office. The Dean, from nominations submitted by the Executive Committee, shall appoint committee memberships. In either case, individual faculty members shall serve on only one standing committee in the College at any one time, except, if a department/division does not have

sufficient qualified members to serve, or where a faculty member may choose to be elected on a committee, while serving as an appointed member on another committee. Individual committee memberships shall be limited to a period not to exceed two consecutive academic years, except as provided for initial committee appointments. The two-year limitation does not apply to designated administrative representatives, nor does it apply to the elected alternate for the Promotion and Tenure Committee. Deans and department/division chairs may only serve as members on a standing faculty committee if designated as such by these Bylaws. Neither Deans, department/division chairs, practicing pharmacists, nor the professional students may serve as Chair of a committee unless designated as such by these bylaws. A retiring member of any one committee may again be appointed, nominated, or elected to that same committee after a lapse of one academic year.

Student membership on standing College of Pharmacy and Health Sciences committees and subcommittees shall be selected through a nomination process by their respective student government organizations and appointed by the Dean. Students hold voting rights as outlined within each committee's policies and procedures. Student membership on committees does not count toward quorum.

If an elected or appointed departmental/divisional faculty representative to a standing College committee leaves the faculty organization permanently or due to extenuating circumstances the Dean shall cause to have an alternate representative to that committee elected or appointed no later than fifteen business days following the occurrence of the committee vacancy. An alternate representative shall serve only for the time remaining on the original term of the faculty representative replaced but will be eligible for re-election or re-appointment to that same committee as a regular representative immediately following the completion of the alternate's term of committee membership.

Faculty membership on standing College committees shall be appointed initially to allow a replacement of only 50% of its elected or appointed membership in an academic year. To accomplish this, each standing committee to be newly organized under these Bylaws shall be appointed with one-half of the faculty membership serving for a period of three years, and one-half for the regular two-year period. Those members appointed for three years initially will be replaced after that period by an equal number of representatives appointed for the normal two-year period.

A standing committee appointment shall be from July 1 through June 30 of the next year, with the exception of the following committee memberships: the Admission sub-Committee will serve from July 1 through August 30 of the following school year, and the Promotion and Tenure Committee will serve from June 1 through June 30 of the following school year. Each committee cycle will begin with the seating of new members, the election of new committee officers, and the determination of a specific agenda for the next year. These organization functions shall be accomplished by each committee by July 1 (or as close to this date as possible) of each year. Each committee will then begin its work, fully organized, no later than the first thirty days of the next academic year beginning approximately August 1.

1. New committee appointments are to be determined, as specified, no later than May 15, and be seated on the respective committees by July 1.
2. A transition meeting shall be held prior to July 1, at which a new chair will be elected and continuing committee activities will be reviewed.
3. In addition to seating new members and approving the new agenda, each committee will, unless otherwise directed by these Bylaws, elect a chair. The committee chair shall direct the activities of the committee and preside over its meetings.
4. Committee officers shall serve for a period of one committee cycle beginning with the organizational meeting in which they were appointed or elected and extending through the next organizational meeting the following year.

Standing committees shall keep and approve all minutes of meetings and business. The committee chair or their designee shall be responsible for the timely preparation of the minutes and their archiving. When accepted and approved by committee membership, minutes shall be appropriately distributed to the faculty. Regular reports of committee activities will be made to the faculty by the committee chair or designee via normally scheduled faculty meetings. New recommendations or policies must be submitted by the standing committee to the full faculty for approval, ratification by a simple majority vote shall be required.



## ARTICLE III: STANDING FACULTY COMMITTEES OF THE COLLEGE

### SECTION A FACULTY AFFAIRS COMMITTEE

The membership of the Faculty Affairs Committee shall be composed of:

1. One faculty member from each department/division who are elected to the committee by their respective department or division.
2. Two members-at-large shall be elected from the full faculty for a two-year term, staggered. The Faculty Affairs Committee shall call for nominations for the member-at-large position. The member-at-large positions shall be nominated at the College faculty meeting and a secret ballot election shall be held. Only faculty who are eligible to serve on the Faculty Affairs Committee can vote for the member-at-large.
3. Neither the Deans of the College of Pharmacy and Health Sciences nor the academic Department/Division Chairs or Vice-Chairs are eligible for election to the committee.
4. The chair of this committee will be elected by committee members and serve a one-year term.

This committee, as an advocate of faculty welfare, may thus consider all matters of relevant business referred to it by the faculty, as well as by the Dean or other faculty officers, and make recommendations to administration as necessary. They will be responsible for maintenance of the College of Pharmacy and Health Sciences Faculty Handbook and Bylaws. In more specific terms, this committee shall develop policy and make recommendations pertaining to procedures and instruments to be used in the evaluation of individual faculty activity by students and faculty peers for the evaluation of petitions for promotion and tenure.

The Faculty Affairs Committee will also advise the Office of Academic Affairs on professional development needs and activities of faculty interest.

Specific activities include, but are not limited to:

1. Plan workshops, speakers, retreats or other structured activities designed to enhance the teaching skills of the general faculty.
2. Develop programs to encourage and reward faculty for achievements in teaching, research/scholarship and service.

To accomplish the work in the several areas of responsibilities, this committee may create subcommittees.

### SECTION B PHARMACY ACADEMIC AFFAIRS COMMITTEE

The membership of the Academic Affairs Committee for Pharmacy (“AAC” or Committee) shall be composed of:

1. Assistant/Associate Dean for Academic Affairs (*ex officio* with a vote in case of a tie).
2. Assistant/Associate Dean for Experiential Affairs of the College (*ex officio* with a vote).
3. Assistant/Associate Dean Assessment and Accreditation (*ex officio* with a vote).
4. Director of Distance Learning Pathway (*ex officio* with a vote).
5. Two members of the faculty from each academic department who are appointed to this committee by the Dean.

6. Four professional pharmacy students nominated by the Pharmacy Student Governance Association (PSGA) annually and appointed by the Dean. (2 votes total).
7. Pharmacy and Health Sciences Librarian (with a vote).
8. One practicing pharmacist appointed annually by the Dean who is not a full and/or part-time faculty member of the College of Pharmacy and Health Sciences, serving a one-year term. (with a vote).
9. The chair of this committee will be elected by committee members and serve a one-year term.
10. Neither the practicing pharmacist nor the professional pharmacy students may serve as Chair of this committee.

Nonvoting guests may be invited with the approval of the Chair.

This Committee shall be responsible for conducting a continuing appraisal and evaluation of the professional pharmacy program of study, and for the development of recommendations of curricular revision, additions and other alterations to assure optimal student learning and outcomes. The Committee shall also be responsible for facilitating the continual and ongoing assessment of the program and its progress toward attaining its mission and goals, and the effectiveness of its curriculum on student learning. To accomplish these essential functions and responsibilities, the Committee will develop and maintain the programmatic Assessment Plan, including the collection, compilation, and dissemination of all data contained therein.

To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:

1. Develop and maintain a dynamic curriculum, meeting the needs of professional and graduate outcomes.
2. Develop and maintain a description of expected learning outcomes for the total curriculum.
3. Maintain a description of expected learning outcomes of each discrete required course, and maintain a description of each elective course within the curriculum.
4. Review the content of individual and collective courses as to the completeness and contemporary nature of the content as well as their contribution to the breadth, depth, and value to the curriculum.
5. Develop policy and make recommendations to the full faculty as required in all matters relating to student progress in achieving the educational outcomes.
6. To accomplish the work in the several areas of responsibilities, this committee may be divided into subcommittees under the direction of subcommittee chairs.
7. Collaborate with all stakeholders on the management of evaluation instruments for assessing progress toward attaining the mission and goals of the program and the effectiveness of its curriculum on student learning.
8. Collaborate with all stakeholders on the management of evaluation instruments for assessing progress within all components of the Strategic Plan.
9. Collaborate with all stakeholders on data collection related to maintaining compliance with ACPE standards for accreditation.

## SECTION C OCCUPATIONAL THERAPY CURRICULUM COMMITTEE

The membership of the Curriculum Committee for Occupational Therapy (“CC” or Committee) shall be composed of:

1. Associate Dean for Academic Affairs (*ex officio* with a vote).

2. Assistant Program Director (*ex officio* with a vote);
3. Director of Fieldwork/Experiential Education (*ex officio* with a vote);
4. Three members of the full-time faculty representing clinical and academic faculty positions\*;
5. One student from Year Two, nominated by the Student Occupational Therapy Association (SOTA) annually and appointed by the Dean;
6. The chair of this committee will be a full-time faculty member who is elected by committee members and serve a one-year term.

Nonvoting guests may be invited with the approval of the Chair.

\*Staggered two year appointments

This Committee shall be responsible for conducting a continuing appraisal and evaluation of the occupational therapy program of study, and for the development of recommendations related to curricular revisions, additions and other alterations to assure optimal student learning and outcomes.

To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:

1. Develop and maintain a dynamic curriculum, that addresses Division/Program objectives for a professional occupational therapy educational program;
2. Develop and maintain a description of expected learning outcomes for the total curriculum.
3. Maintain a description of expected student learning outcomes for each discrete required course;
4. Review the content of individual courses and courses designed as a series, as to the completeness and contemporary nature of the content, as well as their contribution to the breadth, depth, and value to the curriculum;
5. Develop policy and make recommendations to the full faculty as required in all matters relating to student progress in achieving the educational outcomes;
6. To accomplish the work in the several areas of responsibility, this committee may be authorized to appoint ad hoc subcommittees.

#### SECTION D OCCUPATIONAL THERAPY ASSESSMENT COMMITTEE

The membership of the Assessment Committee for Occupational Therapy (“AC” or Committee) shall be composed of:

1. Assistant/Associate Dean of Assessment and Accreditation (*ex officio* with a vote);
2. Program Chair/Director (*ex officio* with a vote);
3. Two members of the full-time faculty with one member representing the clinical faculty and one member representing the academic faculty\*;
4. Program Instructional Designer/Technologist;
5. One student from Year Two, who is nominated by the Student Occupational Therapy Association (SOTA) annually, and appointed by the Dean;
6. The chair of this committee will be a full-time faculty member who is elected by the committee members and serve a one-year term.

Nonvoting guests may be invited with the approval of the Chair.

\*Staggered two year appointments

The Committee shall be responsible for facilitating the continual and ongoing assessment of the program and its progress toward attaining its mission and goals, and the effectiveness of its curriculum on student learning.

To accomplish these essential functions and responsibilities, the Committee will develop and maintain the programmatic Assessment Plan, including the collection, compilation, and dissemination of all data contained therein.

To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:

1. Collaborate with all stakeholders on the use of evaluation instruments for assessing progress toward attaining the mission and goals of the program and the effectiveness of its curriculum on student learning outcomes;
2. Collaborate with all stakeholders on the management of evaluation instruments for assessing progress within all components of the Strategic Plan;
3. Collaborate with all stakeholders on data collection related to maintaining compliance with ACOTE standards for accreditation; and
4. To accomplish the work in the several areas of responsibility, this committee may be authorized to appoint ad hoc subcommittees.

## SECTION E STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall be composed of the following membership:

1. Assistant/Associate Dean for Student Affairs (ex officio with a vote)
2. One member of the faculty from each academic professional Program and one faculty member of the Graduate Programs Committee, representing all graduate degree Programs who are appointed to this committee by the Dean. If a Program has more than one department/division within it, then the Program representative shall rotate between the departments/divisions.
3. One student from each professional Program who is an executive board member of the Program's student government, nominated annually by their respective student associations, and one graduate student to represent the graduate programs, selected by their fellow graduate students; and appointed by the Dean.
4. One practicing professional from each professional Program, appointed by the Dean, who is not a full and/or part-time faculty member of the College of Pharmacy and Health Sciences, serving a one-year term.
5. The chair of this committee will be elected by committee members and serve a one-year term. Neither the practicing professionals nor the professional students may serve as Chair of this committee.

The Student Affairs Committee shall serve as the standing faculty committee to:

1. Develop policy and make recommendations regarding standards for professional pharmacy, occupational therapy, and graduate degree student recruitment and admission to the academic program.
2. Recommending to the Dean candidates for admission to the College of Pharmacy and Health Sciences.
3. Develop and provide programming designed to respond to the needs of the students.
4. Establish and recommend standards for the awarding of professional student scholarships, awards, and prizes, and supervise the giving of such.
5. Advise, develop, and approve any amendments, changes, or deletions from the College of Pharmacy & Health Sciences Student Handbook.

To accomplish the work in the area of academic admissions, this Committee shall be divided into a standing admission subcommittee for each professional Program, composed of the following membership:

1. Assistant/Associate Dean for Student Affairs (ex officio without a vote, except in the case of a tie).
2. Assistant Director/Director of Pharmacy Admissions (ex-officio without a vote).
3. The faculty representative on the Student Affairs Committee representative of the respective Program. If a department only has one representative on the subcommittee, a second representative to the subcommittee will be named. If a department is unrepresented, two representatives to the subcommittee will be named.
4. The chair of the subcommittee will be elected by the subcommittee members.
5. The practicing professional from the Committee.
6. As deemed necessary, the Chair of the subcommittee may appoint additional faculty from the respective Program, in a manner representative of the faculty from the Program.

To accomplish the work in the area of academic admissions of CoPHS graduate degree programs, this Committee shall have a standing admission subcommittee for all graduate programs consisting of the membership of the Graduate Programs Committee.

To accomplish the work in other areas of responsibilities, this committee may be divided into ad hoc subcommittees.

## SECTION F ACADEMIC STANDARDS COMMITTEE

The membership of the Academic Standards Committee shall be composed of:

1. Assistant/Associate Dean for Academic Affairs (ex officio with a vote), who shall serve as chair of the committee.
2. Assistant/Associate Dean for Student Affairs and Program Directors (ex officio without a vote)
3. Two voting members of the faculty from each College Department/Division, appointed by the Dean.

The Academic Standards Committee shall serve as the standing faculty committee on all matters relating to assessing student progress in achieving the educational outcomes as identified by the faculty of the College of Pharmacy and Health Sciences. Such activities shall include:

1. Throughout the academic year, assess each student's progress towards accomplishing the curricular outcomes defined and delineated for each year.
2. Following student placement on academic probation, meet with students experiencing academic difficulty to determine the status of student progression and decide upon student retention, remediation, suspension, or dismissal.
3. Prior to Commencement deliver a summary report on the students' outcomes to the faculty.
4. All decisions of the Academic Standards Committee, subsequent to any appeals, shall be communicated to the affected instructors of record, faculty advisors, department chairs, and affected lead faculty advisors of student organizations.

Actions pertaining to professional or graduate student progression, remediation, academic suspension, or academic dismissal taken by the Academic Standards Committee are final pending appeals. Appeal of the decisions made by the Academic Standards Committee can be found within the

## SECTION G ETHICS COMMITTEE

The Ethics Committee shall be composed of the following membership:

1. The Assistant/Associate Dean for Student Affairs (“ADSA”), who shall serve as a Committee member (for business meetings only), as the mediator at mediation meetings, and the presiding agent at Committee pre-hearing and hearings.
2. One faculty member from each College Department, appointed by the Dean, to serve as committee members for staggered, two-year term appointments.
  - a. For Committee hearings, the three faculty committee members shall serve on the hearing panel.
3. One alternate at-large faculty member from the COPHS.
4. Should the ADSA be unable to assemble three faculty Committee members, the Dean of the College shall appoint appropriate non-Committee faculty to complete the panel.
5. The Chair of this committee shall be mutually agreed upon by the committee members. Members of the Committee with an academic appointment to the College, with the exception of the Assistant/Associate Dean for Student Affairs, are able to serve as Chair or Secretary. Upon election, the Chair will appoint a willing voting member as Secretary.

The Ethics Committee is charged with hearing cases in dispute of student conduct on complaint of faculty or others. The hearing shall be scheduled by the Assistant/Associate Dean for Student Affairs, unless the case has been satisfactorily resolved during preliminary review by the Assistant/Associate Dean for Student Affairs. The Ethics Committee will hear testimony from the reporting individual and the accused student, evaluate the facts of the case, render a decision, and impose disciplinary sanctions if the student is found to be in violation of the standards of academic, personal, professional, and social conduct. The ASDA shall sit in on all hearings, answering all questions, regarding committee policies and procedures or evidentiary matters. Actions taken by the Ethics Committee are final, pending appeal to the Dean of the College of Pharmacy and Health Sciences; the process for appeal can be found within the *Non-Academic Appeals Process* section of the College of Pharmacy and Health Sciences Student handbook.

## SECTION H GRADUATE PROGRAMS COMMITTEE

The membership of the Graduate Programs Committee (“GPC” or “Committee”) shall be composed of:

1. Director of Graduate Studies (with a vote only in case of ties);
2. Program Coordinator of each graduate program within the College of Pharmacy and Health Sciences (CoPHS) (with a vote);
3. An elected faculty member (for a single two-year term) of the Graduate Faculty (with a vote);
4. The chair of this committee will be elected by the above-noted committee members and serve a one-year term.
5. For meetings involving specific issues, the following individuals will be invited:
  - a. For Academic, and/or Accreditation issues:
    - 1) Assistant/Associate Dean for Academic Affairs (*ex officio* with a vote);
    - 2) Assistant/Associate Dean for Accreditation and Assessment (*ex officio* with a vote).

- b. For Assessment issues:
  - 1) Assistant/Associate Dean for Academic Affairs (*ex officio* with a vote);
  - 2) Assistant/Associate Dean for Accreditation and Assessment (*ex officio* with a vote).
- c. For Admissions issues:
  - 1) Assistant/Associate Dean for Student Affairs (*ex officio* with a vote);
  - 2) Director of Admissions and Recruitment (*ex officio* without a vote).

Nonvoting guests may be invited with the approval of the Chair. Ad hoc subcommittees may be authorized and created by the Chair.

#### *Roles of the Graduate Programs Committee*

This Committee shall be responsible for conducting a continuing appraisal and evaluation of the graduate programs of study, and for the development of recommendations of curricular revision, additions and other alterations to assure optimal student learning and outcomes. To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:

1. Develop and maintain a dynamic curriculum, that addresses Program objectives for each graduate program within the CoPHS;
2. Develop and maintain a description of expected learning outcomes for each program curriculum.
3. Maintain a description of expected student learning outcomes for each discrete required course;
4. Review the content of individual courses and courses designed as a series, as to the completeness and contemporary nature of the content, as well as their contribution to the breadth, depth, and value to the curriculum;
5. Develop policy and make recommendations to the full faculty as required in all matters relating to student progress in achieving the educational outcomes:

The Committee shall also be responsible for facilitating the continual and ongoing assessment of the graduate programs and their progress toward attaining their mission and goals, and the effectiveness of each program's curriculum on student learning. To accomplish these essential goals and purpose, this committee shall have both the responsibility and right to:

1. Use evaluative instruments for assessing progress toward attaining the mission and goals of the program and the effectiveness of its curriculum on student learning outcomes;
2. Manage evaluative instruments for assessing progress within all components of the Strategic Plan; and
3. Collect data related to maintaining compliance with NECHE standards for accreditation.

The Committee shall also serve as the graduate program admissions subcommittee of the Student Affairs Committee for all CoPHS graduate degree programs and thus, shall have both the responsibility and right to:

1. Develop policy and make recommendations regarding standards for graduate program recruitment and admission to the graduate programs.
2. Recommend candidates to the Dean of Student Affairs for admission to the graduate programs of the CoPHS.

## SECTION I PROMOTION AND TENURE COMMITTEE

The membership of the Promotion and Tenure Committee shall be composed of:

1. Two members of the faculty shall be elected from each academic department/division by the respective department/division faculty. The two members from each department/division shall be in staggered terms.
2. Neither the Deans of the College of Pharmacy and Health Sciences nor the academic Department/Division Chairs or Vice-Chairs are eligible for election to the committee.
3. The chair of this committee will be elected by committee members and serve a one-year term.
4. All members of the committee shall be at the rank of Associate Professor or higher. If there are no Associate Professors or Professors able to serve within a department/division, then and only then may an Assistant Professor be elected to serve, such service for only a one-year term. The maximum successive terms that such a member may serve is two terms (of one-year each).
5. If a member of the Committee is under review for promotion or tenure during a year in which they are serving, that faculty member is not eligible to serve, and his/her membership on the Committee shall end immediately. An alternate faculty member shall be elected by the faculty of the respective Department/Division, for the purpose of serving the remaining term of the departing member.
6. If a member of the Committee determines, for any reason, that he/she must recuse him/herself from the evaluation of a specific faculty candidate for promotion, tenure, or midpoint review, then the respective Department/Division shall elect an alternate to serve exclusively in the review of that faculty candidate.

The Promotion and Tenure Committee shall serve as the standing peer faculty evaluation body and shall conduct all individual faculty activity evaluations requested by the Dean for purposes of recommending academic promotion and tenure.

## SECTION J UNIVERSITY FACULTY SENATE ELECTIONS

The election of University Senator(s) from the College of Pharmacy and Health Sciences shall be conducted as follows:

1. Nominations will be sought by the Office of the Dean.
2. Election of senators is conducted by the entire faculty of the College of Pharmacy and Health Sciences.
3. When more than one (1) candidate exists a secret ballot, either in person or electronic, will be conducted.
4. One senator will be elected each year to a three-year term. Senators will rotate between each department/division so that each department/division is represented at all times.
5. During the first year of service, the senator will be the alternate senator.
6. Senators in their second and third year of service will serve as active senators.

## SECTION K AD HOC OR SPECIAL COMMITTEES

Ad hoc committees may be authorized, and the chair appointed by the Dean. Charges to and responsibilities of these committees must be defined in writing by the Dean.

### *Faculty Appeals Committee*

The membership of the College of Pharmacy and Health Sciences Faculty Appeals Committee shall be composed of:

1. Two members appointed by the Dean.



2. Two members selected by the concerned faculty member.
3. A person chosen by mutual agreement between the concerned faculty member and the Dean.
4. Assistant/Associate Deans are eligible for appointment to this committee.
5. All members of the committee shall be at the rank of Associate Professor or higher.
6. All members of the Committee shall have undergone a successful promotion and/or tenure review and were not a party involved in any way with the promotion and/or tenure decision under consideration.
7. The chair of this committee shall be elected by the committee members.

The Faculty Appeals Committee is charged with hearing cases in dispute of sanctions, dismissal or denial of promotion and/or tenure of faculty, and appealed annual evaluations. The hearing shall be scheduled upon request of the faculty member who is appealing as described in Sections 10 and 11 of the College of Pharmacy and Health Sciences Faculty Handbook and the committee shall function according to the College of Pharmacy and Health Sciences policies and procedures.

## **ARTICLE IV: RATIFICATION**

These Bylaws shall become effective upon approval by vote of 2/3 (two-thirds) of the eligible present voting members of the faculty of the College of Pharmacy and Health Sciences on two consecutive meetings at two different time periods.