



**UNT System College of Pharmacy**

## **FACULTY BYLAWS**

*Per HSC Bylaw I.E:* The bylaws for each school shall be approved by the UNTHSC faculty bylaws committee and the provost to assure continued consistency with institutional faculty bylaws. The bylaws of each college/school shall be reviewed and approved by the school and UNTHSC faculty bylaws committees at intervals not to exceed five (5) years.

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## **Preamble**

The purpose of this governing document is to provide a framework upon which the faculty, administration and staff efficiently and effectively conduct the mission of the UNT System College of Pharmacy (hereafter referred in this document to as “SCP”). The SCP Bylaws are intended to be consistent with the Faculty Bylaws of the University of North Texas Health Sciences Center (hereafter referred to in this document as “HSC”), which are incorporated by reference in this document. ***HSC Faculty Bylaws will be relied upon for guidance for Areas not specifically included in this document.***

## **I. Mission, Vision, Goals, Values and Organizational Structure**

### **I.A. Mission**

The SCP Mission is to educate students to become exemplary providers of pharmacy and patient care services and through excellence in education, research, scholarship and outreach to both advance the practice of pharmacy and become a national leader in improving health.

### **I.B. Vision**

The SCP Vision is “We Make Health Care Better”.

### **I.C. Goals**

The goals of the SCP are:

1. To produce highly competent pharmacy professionals for the provision of pharmacist-delivered patient care, including comprehensive medication therapy management services, the advancement of the practice of pharmacy and its contributions to society.
2. To produce pharmacy professionals who fully understand the contributions to health care of other health professionals, who embrace and can function in a team approach to health care, and who serve as effective partners in providing primary care services to improve the health and wellbeing of their patients.
3. To conduct and disseminate research and other scholarly activity that improves the maintenance of health and delivery of health care in Texas and beyond.
4. To prepare graduates with life-long learning skills so they continue to extend their competence through accredited continuing professional education, evidence-based learning and utilizing clinical guidelines in their practices.
5. To create a culture of assessment where in education, research, practice and outreach are continually examined for optimization of outcomes.

### **I.D. Values**

The values of the SCP are compassion, integrity, excellence, innovation, teamwork, and pride.

## **I.E. Organizational Structure**

**Dean.** The Dean shall lead the SCP Faculty and assumes responsibility for the proper function of all aspects of SCP in accordance with HSC Bylaws Article I.F. The SCP leadership reporting to the Dean are the:

- Associate Dean for Academic Affairs
- Assistant Dean for Experiential Education
- Assistant to the Dean for Program Development
- Chair of the Department of Pharmaceutical Sciences
- Chair of the Department of Pharmacotherapy

**Executive Committee.** The Executive Committee is the administrative organization responsible for strategic decision-making and policy setting as it relates to matters other than education. Chaired by the Dean, membership includes the Faculty Representative, Associate and Assistant Deans, Department Chairs, and selected program directors.

**Faculty Representative.** The Faculty Representative and Faculty Representative - Elect is elected annually from among the voting faculty. The major duties of the Faculty Representative include representing the faculty at Executive Committee meetings and serving as the “Chair” for the Faculty Meetings.

**I.F. Departments.** The SCP will be organized into two primary academic subunits, the Department of Pharmaceutical Sciences and the Department of Pharmacotherapy which operate as per HSC Bylaws Article I.G.

**I.G. Standing Committees of the College.** Appointments to all College Committees and appointment of the Chair are made annually by the Dean or elected by appropriate constituencies as described in each committee Standard Operating Procedures (S.O.P.). The scope of responsibility, committee composition, meetings, member roles and voting, minutes and reports, and committee resources are outlined in Standard Operating Procedures developed, updated periodically by each of the Standing Committees, and approved by the Dean and as per HSC Bylaw Article I.H. Each standing committee has a general charge (as described below) and additional charges may be added by the Dean.

The following standing committees are hereby designated in SCP:

**Curriculum Committee (Professional Program).** The Curriculum Committee is charged to make recommendations to the faculty on all new professional courses, course deletions, course description changes, program changes, and periodically reviews the professional courses and sequences. The Curriculum Committee reviews the pre-pharmacy course requirements and makes any recommendations to the Admissions Committee. All recommendations approved by the Curriculum Committee require approval of the SCP faculty before implementation.

**Assessment Committee.** The Assessment Committee, in conjunction with the Office of Strategy and Measurement, Testing and Evaluation Services, and Center for Learning Development, is charged with developing, deploying, collecting, analyzing, and reporting the results of tools designed to inform SCP of progress towards achievement of desired outcomes (e.g. curricular, programmatic, personnel). The Assessment Committee regularly reports to the Dean and the Faculty.

**Admissions Committee (Professional Program).** The Admissions Committee makes recommendations to the Dean on applicants for admission and to the Curriculum Committee on pre-pharmacy requirements.

**Promotion and Tenure Committee (P&T).** P&T reviews faculty performance using the criteria for promotion and tenure SCP-HSC and submits recommendations to the Dean for promotion and tenure consideration.

**Student Performance Committee (Professional Program).** The Student Performance Committee assesses individual student academic performance and makes recommendations to the Associate Dean for Academic Affairs. In addition, the Committee recommends rules and procedures for successful matriculation through the curriculum to the Faculty.

**Graduate Program Committee (Graduate Program).** The Graduate Program Committee reviews graduate program policies and makes recommendations to the Dean on overall oversight and governance of the graduate program and on approval and review of the graduate course offerings and sequences. Recommendations on graduate program recruitment and admissions are made to the Dean following the Graduate School of Biomedical Sciences Faculty Bylaws.

**Clinical Preceptor Committee (CPC, Professional Program).** The CPC responsibility is to promote the highest quality experiential education program for the SCP students by reviewing and recommending policies for standards and development regarding practice sites, preceptors, and students. The Committee reviews and revises the clinical training program, goals and objectives, quality assurance guidelines, and professional performance measures in accordance to accreditation standards and guidelines and other documents adopted by national professional organizations.

**Ad Hoc Committees.** Ad hoc committees are created by the President, provost or the Dean for an expressed purpose and shall function for a period of one (1) year or less unless re-appointed.

## **II. The Faculty**

### **II.A. Composition and Voting Privileges**

SCP faculty shall be defined in accordance with HSC Bylaws Article IV. All tenured, tenure-track, and nontenure-track faculty > 50% employment and not otherwise excluded are voting members. Additionally, the SCP may have non-voting faculty. Non-voting Faculty shall consist of Instructors, Lecturers, all Research Title Series Faculty and all part-time (<50% employment in the College of Pharmacy), Faculty including Post-Retirement, Emeritus and Adjunct Faculty. Non-voting Faculty also includes Faculty with Joint Appointments whose primary appointments are outside the College of Pharmacy as well as Visiting Faculty and Voluntary Faculty. Non-voting Faculty persons are allowed to attend Faculty meetings where they shall have the right of the floor.

### **II.B. Faculty Meetings**

1. Frequency. The Faculty shall hold regularly scheduled meetings called by the Dean with notice of the date and time circulated at least two weeks prior to the meeting. Faculty Meetings shall occur at least quarterly. A special meeting may be called by the Faculty Representative following submission of a written petition of at least **20%** members of the voting faculty indicating agenda items to be discussed. Notice of such a meeting and the agenda must be circulated at least two weeks prior to the meeting.
2. Parliamentary Procedure. The latest revision of Robert's Rules of Order governs the conduct of all faculty meetings. The Faculty Representative makes all decisions regarding the implementation of the Rules of Order should there be a "point" of order called.
3. Agenda. The agenda for a faculty meeting is developed by the Dean and the Faculty Representative and circulated to the faculty at least 5 working days prior to the meeting. The notice of a faculty meeting date includes a call for possible agenda items and must be submitted no less than 7 working days prior to the date of the meeting.
4. Order of Business. The Order of Business will generally be:
  - a. Call to Order.
  - b. Approval of the Minutes of the Last Meeting.
  - c. Announcements.
  - d. Report from the Dean or Dean's designee.
  - e. Reports from Committees as appropriate.
  - f. Old Business.
  - g. New Business.
  - h. Adjournment.

5. Quorum and Approval of Motions. To conduct business, a faculty meeting must have a participating quorum consisting of greater than 50% of the voting faculty. Faculty who are not on campus when the meeting is held are allowed to attend the meeting via audio or video conference provided that the connection is reasonably secured and the connecting faculty are in an area with reasonable privacy. For passage, motions require a simple majority of the attending faculty with voting privileges.
6. Voting. Voting at faculty meetings may be by voice, hand, paper or “electronic” means. The default voting method will be by voice. At a faculty meeting, any voting faculty member may move to have a vote taken by paper or electronically. Such a motion must be seconded and approved by a majority of the members present. Electronic votes may be taken at the meeting or within three business days following the meeting and are done in a manner that ensures voter integrity, confidentiality and sufficient deliberation. If electronic votes are selected, only voting faculty who attend the meeting may vote electronically on the specific issues deliberated in the specific meeting. Paper and electronic votes will be sent to, recorded, and tallied by the administrative staff attending the meeting. The administrative staff member shall report the anonymous voting results to the Faculty Representative and in the meeting minutes. The Faculty Representative verifies the voting results and shall notify the faculty of the results.
7. Minutes. The Dean appoints a recording administrative staff member to take minutes which will be reviewed by the Dean and Faculty Representative prior to submission to the faculty for approval. Approved minutes are kept on file in the Office of the Dean and available to any college constituency.

### **II. C. Faculty Responsibilities**

Educational policy making is the purview of the faculty. The faculty is responsible for acting on recommendations from the Standing and Ad Hoc Committees reporting to the faculty, and on recommendations from individual faculty representing themselves or appropriate constituencies

### **III. Modifications of Procedures**

The procedures contained in this document may be modified on a case-by-case basis with due regard to all parties provided such modifications do not prejudice the rights of those involved and are made to effectuate justice as stated by HSC Bylaw Article XIX. When modifications or changes are made, the Dean or Faculty Representative reports the modifications of procedures to the Faculty in a timely manner.

#### **IV. Amendments to the Faculty Bylaws**

- IV.A.** Amendments and additions to the faculty bylaws shall be initiated by a first reading at any regular meeting of the faculty by the Faculty Representative and ratified by a simple majority of the faculty attending the next regular meeting, provided that a quorum is present. The first reading shall be regarded as an announcement of pending consideration. Deliberation on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the faculty. Such amendments and additions to the faculty bylaws shall be published in the minutes and distributed to the entire faculty. The Bylaws and all amendments thereto shall take effect when approved in accordance with HSC Bylaws Article XX.
- IV.B.** Amendments and/or substantive revisions may be proposed by any faculty member by submitting them in writing to the Faculty Representative at least one calendar month in advance of next faculty meeting for consideration.
- IV.C.** Notwithstanding the above, these Faculty Bylaws may be amended or revised by actions of the President.

#### **V. Policies and Procedures**

Policies and procedures approved by the faculty shall be organized in a standard format and kept in a "Policies and Procedure" file in an orderly manner and available electronically to all faculty, staff, and students.