

**THE UNIVERSITY OF LOUISIANA MONROE
COLLEGE 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 Monroe College of Pharmacy (COP) in keeping with the missions of the College. In pursuit of the missions of the COP 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 College of Pharmacy at the University of Louisiana Monroe (ULM) endeavors to create a professional learning environment that embraces the concept of continual quality improvement. This environment will enable the COP 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 COP 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 College'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 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 actions; integrity; honesty; ethically sound decision making; and a commitment to lifelong 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 MONROE COLLEGE OF PHARMACY.

3. Function, Faculty Membership, Organizational Officers and Governance

3.1 Function of the Faculty

The College 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 and having a contractual appointment in an academic school within the COP shall be considered members of the faculty of the COP. Full-time faculty members, who are tenured or are receiving probationary credit towards tenure, have full voting privileges in their respective schools, 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.

3.3 Dean of the College

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

3.4 Administration of the College

The Dean of the COP shall be aided by other faculty and staff who have been appointed to administer specific duties. These positions include Associate/Assistant Deans, Regional Deans, Directors, Associate Directors, and other administrators who are appointed as Program 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 in January, May, June/July, and October. 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 8 members of the non-administrative faculty (anyone that does not report directly to the Dean). Notice of such meetings must be announced no later than 3 business 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.

Directors are to hold school meetings at least once each quarter during regular semesters and/or more frequently as required to properly conduct the business of the school. The Director shall prepare an agenda for each meeting. A designee of the School Director will serve as the faculty secretary for all school meetings. Minutes shall be duly prepared, recorded, and distributed to the school faculty and/or be posted on the COP website within 3 business days. 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. College or school business cannot be conducted if a quorum is called and found lacking. In the event of a power outage or loss of distance connections, faculty voting shall be suspended until such time when distance connections for the three main campuses can be restored (connections for all individuals eligible and desirous of participating). Once a quorum is established, all actions of the faculty to change bylaws shall require an affirmative vote by a two-thirds majority. 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 a faculty member designated by the Dean. The Director will be the presiding officer (Chair) of School meetings. In his/her absence or inability to preside, this function shall be exercised by an Associate Director or faculty member designated by the Director and/or Dean. The Dean shall prepare an agenda for each general faculty meeting. Other standing committees as outlined in Article IV, or Directors, may forward additional items. The faculty secretary or designee shall prepare and distribute to the faculty: (1) a tentative agenda at least 3 business days prior to the next scheduled faculty meeting, and (2) meeting minutes within 3 business 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 3 business days prior to the meeting date.

3.6 Pharmacy Administrative Council

Section 5.2.1.9 specifies the makeup of the PAC. Any member of COP faculty is welcome to attend the PAC meetings but must leave the meeting if an executive session is called. The Chairperson of this committee shall be the Dean. A summary of each meeting shall be prepared and duly recorded and made available to all members of the faculty.

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/Directors may appoint a Parliamentarian.

3.8 Amendments

Amendments to the Bylaws shall be presented in writing to each member of the faculty at least 3 business days prior to the next scheduled faculty meeting, as a "discussion" item, and then at the following meeting as a "voting" item. After a quorum is established, to be adopted, amendments to the Bylaws shall require an affirmative vote by a two-thirds majority.

4. Organizational Units and Operation

4.1 Academic Schools of the College of Pharmacy

4.1.1 Composition

Definition: An Academic School is the basic administrative unit within the College of Pharmacy. The Academic School 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

College. Sufficient funds shall be provided by the College to support the academic responsibilities of each school.

The Academic Schools of the College of Pharmacy are:

- (1) School of Basic Pharmaceutical and Toxicological Sciences
- (2) School of Clinical Sciences

4.1.2 Director and Administrative Appointments

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

Search Committee for Director

Upon a vacancy of a Director, the Dean shall appoint a Chairperson and other members of the Search Committee to recommend potential candidates for nomination as Director. The Search Committee, under the direction of the Chair and in conjunction with the ULM human resources department, shall ensure that all College, 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 College 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 College 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 School of the College.

All members of the College 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 College and University policies and regulations and contractual obligations.

4.1.3.2 Definition of Faculty Ranks

Faculty Ranks are as defined in the [ULM Faculty Handbook Section 6.2.2](#)

Adjunct faculty ranks are as defined in the [ULM Faculty Handbook Section 6.2.2.2.3](#)

4.1.3.3 Terms of Appointments

[ULM Faculty Handbook](#)

1. Initial Faculty Appointments: Faculty appointments should be coordinated with the College's academic year, commencing on July 1 and ending on June 30. New appointees are recommended by the Search Committee to the Dean and are subject to the approval of the Vice President for Academic Affairs and the President, who recommend 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: As defined in the [ULM Faculty Handbook](#) section 6.4.2.
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 school director 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). University Policies are currently under development.
4. Termination of Faculty Appointments: As defined in Section 6.4 of the [ULM Faculty Handbook](#).

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 the [ULM Faculty Handbook](#) (Section 6.4.4. 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 College mission of preparing pharmacists and scientists for professional competency and accomplishment. Faculty have the obligation to become familiar with University and College policies concerning performance evaluation and grading, attendance, and other standards outlined in Student Handbooks (including the College of Pharmacy [Student Handbook](#)) 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 are expected to engage in scholarly activity. Faculty members shall serve on University, College, and School standing committees; membership on working and policy-making committees and task forces may be appointed by the University President, Vice President, Dean, or Director. The Faculty are 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 and various College/School Committees, per respective school guidelines. An initial general orientation and training program will be provided at the College level.

4.1.6 Evaluation Procedures/Annual Review

Individual faculty members shall submit a completed annual report to the School Director reflective of instructional, scholarship, and service duties, 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 College to fully support the academic responsibilities of each school and budgetary unit.

4.2 Promotion and Tenure

4.2.1 Composition of the School and College Promotion and Tenure Committees

By the last week of September, the Director will form a School Promotion and Tenure (P & T) Committee. Only one P & T committee will be formed in each School. The Committee will elect a chair and a secretary. For purposes of this procedure, Schools will be defined as previously delineated in academic schools of the College of Pharmacy above. All reasonable security measures will be taken at all levels of the procedure to ensure confidentiality. Additional mentoring by members of the School's P & T Committee is encouraged at this time. By the first week of February, the faculty applicant for promotion and/or tenure will submit a cover letter, application form, vita, and supporting documentation to the Director. The full timeline for the promotion and tenure process is available from the Office of Academic Affairs ([Promotion and Tenure Timeline](#)).

The School P & T Committee will consist of full-time faculty with the rank of Associate Professor and above, excluding the Director. As per the faculty handbook, only faculty at or above the rank to which the applicant aspires will consider the applicant for promotion and/or tenure. If the School does not have sufficient faculty to represent the rank at which an applicant aspires, then the School may solicit the use of faculty from outside the School or University system; however, the Director and P & T Committee must assure that these individuals are versed on the expectations/requirements for promotion &/or tenure at ULM and will adhere to these guidelines.

The Dean will convene a meeting of the College Promotion and Tenure Committee, which will consist of the chairs of all of the School Promotion and Tenure Committees within the College. The faculty affairs committee will appoint three additional members to the College Promotion and Tenure Committee.

4.2.2 Committee Functions

1. To review all recommendations and dossiers of faculty which have been forwarded by their academic School, and to 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 will be recognized by awards as outlined in the [Faculty Retention Plan](#).

5. Committees

5.1 Enumeration and Classification

5.1.1 College 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
- i) Pharmacy Administrative Council
- j) Pharmacy Practice Experience Committee
- k) Professional Student Affairs Committee
- l) Promotion and Tenure Committee for the College of Pharmacy
- m) Promotion and Tenure Committee for the Schools of Pharmacy
- n) Research Committee
- o) Risk Management Committee

5.1.2 Ad Hoc Committees

Special committees (ad hoc) that the Dean, Administrative Council, or faculty develop shall be created 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, in tandem with each School's Director, shall appoint the Committee Chairs and membership to committees except for the Promotion & Tenure Committees (College and School) and Faculty Affairs Committee.
2. The Chair and Secretary for the Promotion & Tenure Committees (College and Schools), and the Chair for the Faculty Affairs Committee shall be elected by the voting members of the respective committee.

5.1.4 Administrative Liaisons

The Administrative Liaison for a committee will be designee of the Dean and will serve at the discretion of the Dean. They should serve to provide support and guidance to the committee and should be an intermediary between the committee and the Dean. Continuity should be a forethought when selecting administrative liaisons for committees.

5.1.5 Meeting Schedules

Committees shall meet regularly and per their specific policies 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. Any committee member

utilizing a substitute for a meeting must notify the Committee Chair one business day in advance of scheduled meetings.

5.1.6 Voting

Committee voting shall be limited to voting committee members. The Committee Chairs will vote as delineated in [Robert's Rules of Order Newly Revised \(newest edition\)](#).

5.1.7 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 Pharmacy Administrative Council and School Directors.
2. Appointments are made annually prior to the fall semester, and Committees will commence business from July through June. 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 Dean may assign additional charges to the committees as appropriate.
5. All committee chairs shall provide the following year's committee with assessment of processes and recommendations for improvement.
6. All committee chairs shall provide an end-of-the-year report to be posted on the COP Resources Moodle Page.

5.1.8 Minutes Availability

Committee minutes shall be duly recorded and approved for all business (i.e., meetings, and any formal discussions and decisions occurring via electronic means). Committee secretaries, who shall be appointed by the Dean's office, shall be responsible for timely preparation of the minutes. Following each meeting, Committee Chairs shall be responsible for forwarding finalized, committee-approved minutes to be posted on the COP Resources Moodle page. An end-of-the-year summary report will be submitted to the administrative liaison by August 1st annually. This report shall also be posted on the COP Resources Moodle page.

5.2 Committee List and Description

5.2.1 Committee Descriptions

5.2.1.1 Academic Standards and Ethics Committee

1. Composition

a. Members

i. Chair

1. Appointed by the College of Pharmacy Dean in consultation with the School Directors

ii. Two (2) CS Faculty members

iii. Two (2) BPTS Faculty members

iv. Students will not participate in Academic Standards Cases

1. One (1) P1 Pharmacy Student
2. One (1) P2 Pharmacy Student
3. One (1) P3 Pharmacy Student
4. One (1) P4 Pharmacy Student
5. One (1) alternate P1 Pharmacy Student
6. One (1) alternate P2 Pharmacy Student
7. One (1) alternate P3 Pharmacy Student
8. One (1) alternate P4 Pharmacy Student

v. Non-voting:

1. Administrative Liaison
2. Ex Officio: Assistant Dean for Student Affairs and Development

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 College of Pharmacy. Evaluate the academic progress of individual students and make recommendations concerning retention and/or remediation, when requested by the Dean of the College of Pharmacy.
- b. 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, when requested by the Dean of the College of Pharmacy.
- c. Continue to monitor academic standards issues within the program and make recommendations to the Dean of the College of Pharmacy with respect to mechanisms to improve the development, monitoring and enforcement of ethical and academic standards within the College of Pharmacy.
- d. Orient incoming student body and Committee Members to the Code of Ethical and Professional Conduct
- e. Enforce the Code of Ethical and Professional Conduct Code as voted on by the COP Student Body
- f. Provide the Dean with timely reports of Committee actions and recommendations
- g. Assist the Dean's Office with dissemination of information regarding the provisions of the Code

- h. 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. Members

i. Chair

- 1. Appointed by the College of Pharmacy Dean in consultation with the School Directors

ii. Five (5) CS Faculty members

iii. Two (2) BPTS Faculty members

iv. Non-voting:

- 1. Two (2) P1 Pharmacy Students
- 2. Administrative Liaison
- 3. Ex Officio: Program Director of Student Success

2. Function

- a. Evaluate and revise the admissions criteria to assure quality applicants
- b. Assist the OSPA 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 pharmacy professional program

5.2.1.3 Assessment Committee

1. Composition

a. Members

i. Chair

ii. Chair-elect

- 1. Appointed by the Dean and will serve a three-year commitment on the committee, serving as Chair their second year

iii. Immediate Past Chairs of Professional Program Committees

- 1. Academic Standards and Ethics
- 2. Admissions
- 3. Curriculum
- 4. Pharmacy Practice
- 5. Professional Student Affairs
- 6. Faculty Development
- 7. Graduate Studies

iv. Assistant Dean for Student Affairs and Development

v. CS School Director

vi. BPTS School Director

vii. Program Director of Student Success

viii. Program Director of Experiential Education

- ix. Program Director of Interprofessional Education
- x. Non-voting:
 - 1. One (1) P1 Pharmacy Student
 - 2. One (1) P2 Pharmacy Student
 - 3. One (1) P3 Pharmacy Student
 - 4. One (1) P4 Pharmacy Student
 - 5. Administrative Liaison
 - 6. Ex Officio: Associate Dean for Academic Affairs

2. Function

- a. In conjunction with the PAC, evaluate and recommend revisions to the strategic plan.
- b. Evaluate and implement assessment cycle, plan, and map
- c. Recommend assessment changes to the Dean
- d. Collect and evaluate assessment data and provide reports to appropriate committees
- e. Coordinate assessment initiatives with the Associate Dean for Assessment and Administrative Affairs
- f. Review and interpret longitudinal item and exam question statistics from the longitudinal assessment examination.
- g. In conjunction with the curriculum committee, evaluate and recommend revisions of plans for assessment of learning outcomes, teaching styles, and teaching effectiveness.
- h. In conjunction with the curriculum committee, evaluate and recommend revisions of the course and instructor evaluation process for the professional program.
- i. In conjunction with the Pharmacy Practice Experience and Curriculum Committees, monitor experiential components and issues with proficiency exams (e.g., OSCEs) in the P3 year.

5.2.1.4 Curriculum Committee

1. Composition

- a. Members
 - i. Chair
 - 1. Appointed by the College of Pharmacy Dean in consultation with the School Directors
 - ii. Six (6) CS Faculty Members
 - 1. Four (4) CS Faculty members
 - 2. One (1) Integrated Lab Sequence Faculty member
 - 3. One (1) Experiential Education Faculty member
 - iii. Six (6) BPTS Faculty Members
 - iv. Graduate Program Director
 - v. Non-voting:
 - 1. One (1) P1 Pharmacy Student
 - 2. One (1) P2 Pharmacy Student
 - 3. One (1) P3 Pharmacy Student

4. One (1) P4 Pharmacy Student
5. One (1) Alternate Pharmacy Student
6. Administrative Liaison
7. Ex Officio: Program Director of Student Success

2. Function

- a. Conduct continuing evaluation, quality management, and enhancement of the current pre-professional and professional curricula in the College of Pharmacy;
- b. Develop recommendations of curricular and pedagogical revisions, additions and other alterations to assure optimal student learning and outcomes.
- c. Communicate, monitor, and evaluate all curricular revisions
- d. Ensure integration of the curriculum across academic disciplines and the integration of didactic and experiential curricula
- e. Address other curricular issues as necessary
- f. Report its minutes and recommendations to the Faculty, and
- g. 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 College 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. Members

- i. To be selected by faculty vote from nominations from non-administrative faculty and administrative faculty, excluding those with direct reports to the Dean.
 1. Three (3) CS Faculty Members
 2. Three (3) BPTS Faculty Members
 3. One (1) At-Large Member
- ii. Chair

1. Selected by the committee and will serve on the PAC Committee
- iii. Secretary
 1. Selected by the committee
- iv. Committee membership is a 2-year commitment. Membership will be such that no more than 60% will be elected in any one year

2. Function

- a. Represent and advocate for the faculty to the Office of the Dean.
- b. Maintain the Faculty Bylaws. Recommended changes will be forwarded to the PAC for consideration and feedback; any changes will be subject to a vote of the faculty in the manner described above in 3.5 and 3.8.
- 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. Members
 - i. Chair
 1. Appointed by the College of Pharmacy Dean in consultation with the School Directors
 - ii. Four (4) CS Faculty Members
 - iii. Three (3) BPTS Faculty Members
 - iv. CS School Director
 - v. BPTS School Director
 - vi. Non-voting:
 1. Administrative Liaison
 2. Ex Officio: Program Director for Faculty Development

2. Function

- a. Serve in an advisory role to the faculty development program
- b. Identify faculty development needs within the College
- c. Assist with the development and delivery of a faculty orientation program
- d. Provide input on monthly workshops designated to enhance faculty development and the annual college retreat

5.2.1.7 Graduate Studies Committee

1. Composition

- a. Members
 - i. Chair
 1. Director of Graduate Studies in the College of Pharmacy
 - ii. Three (3) BPTS Faculty Members with full graduate faculty status
 - iii. Administrative Liaison

2. Function

- a. Develop and disseminate policy and procedure for shared research equipment within the College 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 College of Pharmacy Graduate Programs and make recommendations concerning admission to the Director of Graduate Studies and Dean of the College of Pharmacy.
- d. Re-evaluate and refine the process used to assign graduate assistant stipends to graduate students in the College 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 College of Pharmacy to the Dean of the College of Pharmacy.

5.2.1.8 Laboratory Animal Care

1. Composition

a. Members

i. Chair

1. Appointed by the College of Pharmacy Dean in consultation with the School Directors

- ii. Environmental Health and Safety Officer
- iii. Controlled Substance Officer
- iv. One (1) CS Faculty member
- v. COP Facilities Manager
- vi. Vivarium Coordinator
- vii. All faculty members with consistent animal use
- viii. Administrative Liaison

2. Function

- a. Develop and disseminate written policies for storage and use of animals in the College 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.

5.2.1.9 Pharmacy Administrative Council

1. Composition

a. Members

i. Chair

1. Dean of the College of Pharmacy

- ii. Associate Deans
- iii. Regional Deans
- iv. School Directors
- v. Assistant Deans
- vi. Chair, Faculty Affairs Committee
- vii. Director, Outcomes Research and Evaluation/Medicaid
- viii. Others appointed by the Dean

2. Function

- a. Serve as an advisory committee to the Dean regarding matters of College policy and special initiatives.
- b. Plan, develop, coordinate, monitor and control ongoing activities and programs of the College of Pharmacy through shared governance with faculty and staff.
- c. Review the College budget and provide recommendations to the 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 COP website.
- g. Serve as an advisory committee to the Dean regarding COP budget planning, implementing and management.
- h. Evaluate and monitor the state of current information technology and resources within the College of Pharmacy and make recommendations to the Dean of the College 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 College of Pharmacy and the satellite campuses in Shreveport and New Orleans.

5.2.1.10 Pharmacy Practice Experience Committee

1. Composition

- a. Members
 - i. Chair
 - 1. Appointed by the College of Pharmacy Dean in consultation with the School Directors
 - ii. Five (5) CS faculty members
 - iii. One (1) BPTS faculty member
 - iv. At least two (2) and not more than three (3) non-faculty preceptors
 - 1. These are to be self-nominated preceptors that submit short narratives as to their willingness and ableness to serve on this committee.
 - 2. The Pharmacy Practice Experience Committee will review these narratives and select at least two (2) and not more than three (3) preceptors with the goal of each being from a different type of practice site (ideally: community, institution dispensing, and clinical).

3. If there are not enough appropriate self-nominations, the Dean may choose preceptors that he believes would be willing to serve in the capacity asked of them.
4. The term for non-faculty preceptors is to be three (3) years, with one preceptor rolling off/on each year.
- v. Administrative Liaison
- vi. Ex Officio: Program Director of Experiential Education

2. Function

- a. Serve in an advisory role to the COP Curriculum Committee regarding curricular matters and report to the Dean of the COP on all other duties.
- b. Annually evaluate Introductory and Advanced Pharmacy Practice requirements (e.g., assignments, checklists).
- c. Monitor experiential components and issues with proficiency exams (e.g., OSCEs) in the P3 year in conjunction with the Assessment and Curriculum Committees.
- d. Serve as a representative body of faculty to suggest and/or review any changes in the practice experiences.
- e. Evaluate and recommend action on preceptor evaluations submitted by students.

5.2.1.11 Professional Student Affairs Committee

1. Composition

- a. Members
 - i. Chair
 1. Appointed by the College of Pharmacy Dean in consultation with the School Directors
 - ii. Three (3) CS faculty members
 - iii. Three (3) BPTS faculty members
 - iv. Five (5) students
 1. One (1) P1 student
 2. One (1) P2 student
 3. One (1) P3 student
 4. One (1) P4 student
 5. One (1) P4 alternate
 - v. Student Pharmacy Council President
 - vi. Non-voting:
 1. Administrative Liaison
 2. Ex Officio: Assistant Dean for Student Affairs and Development and Program Director of Student Success

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 Council to provide faculty perspectives when requested.

- f. Serve as judging panel for student competitions when requested.
- g. Evaluate issues impacting student/faculty relations and make recommendations for quality enhancements.
- h. Evaluate student needs, ensure that current student services are meeting student needs, and make recommendations for new student services or quality enhancements of current services.
- i. Oversee the allocation of College funds for student travel.
- j. Develop and disseminate written policies for naming student recipients of awards and scholarships.
- k. Select appropriate student recipients of academic, service, and/or professional practice awards from faculty nominations and provide corresponding information to the Dean.
- 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.
- n. Review and provide recommendations for the Personal Growth and Development series in conjunction with the Curriculum Committee.

5.2.1.12 Promotion and Tenure Committee for the College of Pharmacy

1. Composition

a. Members

- i. Chair of BPTS Promotion and Tenure Committee
- ii. Chair of CS Promotion and Tenure Committee
- iii. Three (3) Faculty members
 - 1. Appointed by the FAC
 - 2. Can be from either academic school with representation from each school maintained
 - 3. One will serve as Chair
 - 4. In the event that there is not a sufficient amount of appropriately ranked faculty members in the COP, members may be chosen from a science-based School or College within ULM.

2. Function

- a. Review all recommendations and dossiers of faculty which have been forwarded by their academic school, and vote in accordance with University policy
- b. 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.

5.2.1.13 Promotion and Tenure Committee for Academic Schools

1. Composition

a. Members

- i. Chosen by the School Director by the end of September
- ii. Chair and Secretary- elected by the committee

1. When voting at the School level, those eligible to vote are:
 - a. For promotion to Associate Professor – All full-time faculty at the rank of Associate Professor and Professor
 - b. For promotion to Professor – all full-time Professors
 - c. For Tenure – all tenured faculty
 - b. Only one (1) promotion committee per School
 - c. For purposes of this procedure, academic schools will be as defined above (4.1) in academic schools of the College of Pharmacy.
 - d. All reasonable security measures will be taken at all levels of the procedure to ensure confidentiality.
 - e. The committee will function as outlined in the ULM Faculty handbook.
2. Function
 - a. Review dossiers submitted by faculty for consideration for promotion and/or tenure.
 - b. Forward to the school director the recommendation of the committee.
 - c. Conduct a Third Year Review of progress toward promotion and/or tenure for Assistant Professors
 - d. Follow ULM guidelines for Promotion and Tenure [ULM Faculty Handbook](#) (Section 6.2.3)

5.2.1.14 Research Committee

1. Composition
 - a. Members
 - i. Chair
 1. Appointed by the College of Pharmacy Dean in consultation with the School Directors
 - ii. Endowed Chairs in the COP
 - iii. BPTS School Director
 - iv. CS School Director
 - v. Two (2) BPTS Faculty members
 - vi. Two (2) CS Faculty members
 - vii. Ex Officio- Associate Dean of Research
2. Function
 - a. Recommend and implement policies for the promotion and support of research and scholarly activity
 - b. Advise the Dean on allocation of resources for research programs
 - c. Advise the Dean on other matters pertaining to the research programs of the College
 - d. Serve as a peer-review body for grant award programs, such as the Faculty Research Seed (FRS) Grant Program, requiring such a review at the College level
 - e. Manage funds of the College allocated to the FRS Grant Program

5.2.1.15 Risk Management Committee

1. Composition

a. Members

i. Chair

1. Appointed by the College of Pharmacy Dean in consultation with the School Directors

ii. Environmental Health and Safety Officer

iii. Controlled Substance Officer

iv. One (1) CS Faculty member

v. One (1) BTPTS Faculty member

vi. COP Facilities Manager

vii. Vivarium Coordinator

viii. Administrative Liaison

2. Function

- a. 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 College of Pharmacy
- b. Monitor ongoing risk management training for faculty, student workers and graduate students.
- c. 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
- d. Continue to monitor risk related issues in the College of Pharmacy and make recommendations concerning these issues to the Dean of the College of Pharmacy when needed.

6. Adoption

These Bylaws adopt certain documents necessary to the governance of the College 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. [ULM Graduate Catalog](#) and [ULM Undergraduate Catalog](#) content as relates to Ph.D., Pharm.D., and undergraduate programs (currently Toxicology)
2. [College of Pharmacy Student Handbook](#)
3. College of [Pharmacy Policy & Procedures](#)
4. College of Pharmacy Guidelines
5. School Policy and Procedures
6. School Guidelines

6.2 External Documents

The appropriate University of Louisiana 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](#)
2. [ULM Graduate Catalog](#)
3. [ULM Undergraduate Catalog](#)
4. [ULM Student Handbook](#)