

FACULTY BYLAWS OF THE SCHOOL OF PHARMACY¹

Amended on December 1, 2011

PREAMBLE

The purpose of these bylaws is to establish a body which represents the voice of the faculty and to establish an effective vehicle for the needs and concerns of the faculty to be presented for discussion and debate. These bylaws assume that faculty may participate in academic decision processes.

ARTICLE I

The Faculty

Section 1. Voting Members: Voting privileges are given to all 0.75 FTE or greater ranked regular and nonregular (nontenure track) faculty as defined in the current copy of the University of Missouri Collected Rules and Regulations. Voting privileges for a period not to exceed two years may be extended to those not covered by the CRR definition following recommendation from a voting faculty member and a simple majority approval from the voting faculty. Persons who are voting members of the faculty of the School of Pharmacy shall not exercise voting privileges in other faculties of the University of Missouri-Kansas City, but may vote in interdisciplinary committee deliberations in other schools.

Section 2. Powers: The powers of the faculty of the School of Pharmacy shall be those described in the most current copy of the University of Missouri Board of Curators' Collected Rules and Regulations section on University of Missouri-Kansas City Faculty Bylaws.

ARTICLE II

Meetings

Section 1. Presiding Officer: The meetings may be chaired by the chancellor or the dean. In the dean's absence, the dean may designate a voting member of the faculty to be a temporary presiding officer.

Section 2. Regular Meetings: The presiding officer shall call not fewer than four regular meetings of the faculty during the academic year. Notice of these meetings shall be sent to all faculty members at least seven days prior to the meeting, and an agenda shall accompany such notice. The purpose of such meetings shall be to conduct the usual business of the school.

Section 3. Special Meetings: The presiding officer or chancellor may call special meetings of the faculty for the purpose of considering business of a special nature. If twenty-five percent of the voting faculty petition the presiding officer to call a special meeting, a meeting shall be scheduled for the stated purpose within 14 days. Routine business will not be conducted at such a meeting. Written notice of special meetings, with an agenda, shall be given to all faculty members at least three days prior to the meetings, except in case of emergency. Any action taken at an emergency meeting becomes an item for

¹ These bylaws supersede "The Governing Practices of the School of Pharmacy," October 26, 1975; bylaws approved May 27, 1981; bylaws approved August 25, 1987; bylaws approved August 16, 1993; bylaws approved December 16, 1999; and bylaws approved January 10, 2001.

reconsideration at the next meeting of the faculty. Copies of the minutes of each meeting shall be supplied to each faculty member of the school and to the chancellor within two weeks.

Section 4. Invited Guests: Individuals not covered in Article I may be invited by the presiding officer to attend the meeting.

Section 5. Conduct of the Meeting: Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.

Section 6. Quorum: The presence of a simple majority of the voting membership shall constitute a quorum.

Section 7. Secretary: A secretary shall be elected from the voting faculty at the first regular meeting of each academic year. The secretary's duties shall be to assure that the minutes of the meetings are distributed to each faculty member and the chancellor. Minutes should be distributed within fourteen days following the faculty meetings.

Section 8. Division Meetings: Division meetings will be conducted in accordance with the current edition of Robert's Rules of Order.

ARTICLE III

Appointments

Section 1. Selection of the Dean: The chancellor has the final authority to recommend appointment or replacement of the dean. School of Pharmacy representatives on the dean search committee will include voting faculty from each of the divisions and may include staff, alumni, student members and other external constituents as appropriate. Minimal qualifications for candidates for dean include a pharmacy degree, expertise in pharmacy education, and experience in a research area. Candidates shall possess the terminal degree in their discipline.

Section 2. Selection of Division Chairs, Assistant or Associate Deans: The dean has final authority in the school for recommending the appointment or replacement of a division chair, an assistant or associate dean. This will normally be done after consultation with a search committee that has faculty representation from each division.

Section 3. Appointment of New Faculty: Recommendations for the appointment of any new salaried faculty member at 0.5 FTE or greater holding academic rank shall be made by an ad hoc committee appointed by the dean. The majority of the committee should include faculty of the specific discipline and area of instruction. Faculty members from related areas of instruction and a representative from an alternate division should be included on the committee. Recommendations for the appointment of non-compensated faculty members shall be made by the appropriate division of the School of Pharmacy. The dean has final authority to recommend appointment of a faculty member, but shall also forward the recommendation of the ad hoc committee to the chancellor.

ARTICLE IV

Committees

Section 1. Executive Committee: The Executive Committee shall be composed of the deans of the school and the division chairpersons of each academic division. Ex officio members may be appointed by the dean for a one-year term. The committee is advisory to the dean on administrative matters and matters beyond the scope of other standing committees.

Section 2. Standing Committees: The members of standing committees will be appointed by the dean in consultation with the Executive Committee, and all members so appointed shall have voting privileges on committees unless otherwise specified. Alumni, students and staff may be appointed by the dean to voting membership on appropriate committees. All standing committees shall report in writing to the faculty at least once each year. Presentation of written reports may be made on a more frequent basis at the discretion of the chairperson or upon the request of the dean. The standing committees are as follows:

- A. Academic Progression: This committee hears and grants or denies requests for exceptions to School of Pharmacy policies and procedures. It also establishes guidelines for student academic advisement, reviews the academic progress and retention of students, and recommends appropriate action consistent with current policies approved by the faculty.
- B. Admissions: This committee reviews the admission process and sets criteria for admission to the professional program in pharmacy and recommends action to the dean. It also makes recommendations to the faculty for adoption of necessary policies and procedures relating to the recruitment and admission of students.
- C. Budget: This committee shall consist of one elected member from each division. The committee shall meet on a quarterly basis or more frequently if two or more members should call for a meeting. The dean will provide information regarding the budget process to the committee, so that this information may be shared with the faculty of each division. The committee shall advise the dean regarding objectives and funding priorities and shall also provide advisory recommendations on necessary allocations to achieve these objectives.
- D. Curriculum: This committee maintains an ongoing review and evaluation of the component courses of the professional curriculum based on the desired curricular outcomes as defined within the educational mission and recommends to the faculty changes necessary to assure the quality of the pharmacy curriculum. It reviews all suggested course, hour, description, and title changes and all suggested course additions and deletions to assure consistency with the stated educational mission.
- E. Graduate Programs: This committee serves as the liaison between the School of Pharmacy and the School of Graduate Studies. It oversees graduate degree admissions, program criteria and policies and procedures. Additionally, it reviews graduate courses and makes recommendations to the graduate faculty. It also reviews the academic progress of graduate students and recommends appropriate action as indicated by assessment data. This committee also hears and grants or denies graduate academic grievances and requests for exceptions to School of Pharmacy and School of Graduate Studies regulations. Graduate student members will be elected by graduate students in the School of Pharmacy disciplines and be non-voting members. The chair of the Graduate

Programs Committee will be elected by the graduate faculty every three years and will be rotated amongst the respective divisions. The chair will serve as a representative to the Graduate Council.

- F. Information Technology: This committee is responsible for overseeing optimal use of information technology resources available within the school and university. The committee is advisory to the dean and faculty on issues such as the purchase of hardware and software, and human resources required by faculty, students and staff to meet the educational, research, administrative and support needs of the school.
- G. Library: This committee monitors holdings of university libraries that directly serve pharmacy student education and makes recommendations concerning the adequacy of these in meeting the needs of pharmacy students and faculty. The committee reviews faculty and student requests for new library acquisitions and makes recommendations to the director of libraries for disposition of these requests. It advises the dean and the faculty in matters relating to availability of resources for procurement of reference materials for use in the academic programs of the School of Pharmacy.
- H. Promotion and Tenure: This committee is composed of a chairperson and six elected members. A chairperson and school representative to the chancellor's Committee on Promotion and Continuous Appointment shall be elected from the tenured full professors of the faculty or from associate professors with a minimum of three years at this rank and tenured. Each division shall elect two members to serve on the committee. Declared candidates for promotion or tenure during the academic year shall not be eligible for election to the committee in any capacity. Faculty members with administrative appointments, including deans and division chairs, will not serve on the committee. Only tenured faculty may vote on the award of tenure.
- I. Research Advisory Council: The dean or dean's designee will serve as the chair of this council which will serve to foster and facilitate high-quality research and education in the School of Pharmacy. Council members consist of one elected faculty member from each division, the division chairs, two UMKC campus faculty, and external members as determined by the chair. The council shall meet when necessary as indicated by the chair.
- J. Scholarship and Awards: This committee reviews the qualifications of students and makes appropriate recommendations to the dean in matters relating to scholarships and awards.
- K. Professionalism: This committee is responsible for establishing standards of professional conduct both within and outside the classroom for all students enrolled in the professional pharmacy program. The committee shall establish policies and procedures for these standards.

Section 3. Ad Hoc Committees: Ad hoc committees may be appointed by the dean as the need arises.

Section 4. Divisional Committees: These committees will be appointed by the appropriate division chairperson on the basis of need.

Section 5. The dean of the School of Pharmacy shall be an ex officio member of all committees except the Promotion and Tenure Committee.

ARTICLE V

Affiliated Organizations

The process for a student organization to be recognized as officially associated with and recognized by the School of Pharmacy shall be:

- A. A formal petition for recognition must be submitted to the dean. The petition will be considered at the next faculty meeting, and must receive an affirmative vote from two-thirds of the faculty present.
- B. A faculty advisor must be involved in all significant functions of each organization, and will be responsible for ensuring the best interests of the organization, the school, and the university. The faculty advisor shall be appointed or reappointed annually by the dean, with due regard for the recommendation of the officers and members of the organization.

ARTICLE VI

Amendments to the Bylaws

Amendments to these bylaws must be presented in writing as "motions to amend" and may be submitted at any faculty meeting. Voting on the motion can take place only at a subsequent scheduled meeting of the faculty. The proposed motion must be published and distributed to all voting faculty at least ten days prior to the scheduled vote. The motion to amend must receive an affirmative vote from two-thirds of those voting faculty present, assuming a quorum.