UNIVERSITY of HOUSTON

College of Pharmacy

Office of the Dean

UHCOP BY-LAWS

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BY-LAWS OF THE
UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY

1.   ADMINISTRATION

1.1.   **Dean:** The Chief Executive Officer of the College shall be the Dean who shall be appointed by the Senior Vice President for Academic Affairs and Provost of the University with the approval   of the President and the Board of Regents of the University of Houston System.

A detailed job description for the Dean of the College can be found on the College of Pharmacy website.

1.2.   **Associate Deans:** The Dean shall create associate dean positions of the College, and the individuals appointed as associate deans shall serve at the discretion of the Dean. The current   associate deans of the College include the Executive Associate Dean, Associate Dean for Research and Graduate Programs and the Associate Dean for Academic Affairs. The Dean shall review the associate deans yearly, and every three years the associate deans will be evaluated with input from the College faculty, staff and the committees that report to the respective associate dean.

A detailed job description for the Executive Associate Dean, Associate Dean for Research and Graduate Programs and the Associate Dean for Academic Affairs can be found on the College of Pharmacy website.

1.3   **Assistant Deans:** The Dean of the College shall create assistant dean positions, and the individuals appointed as assistant deans shall serve at the discretion of the Dean. The current assistant deans include the Assistant Dean for Experiential Programs, the Assistant Dean for Student and Professional Affairs, the Assistant Dean for Graduate Programs, and the Assistant Dean for the Rio Grande Valley Campus. The Dean shall review the assistant deans yearly and every three years, with input from the College faculty, staff and committees that

report to the respective assistant deans. A detailed job description for the Assistant Dean for Experiential Programs, the Assistant Dean for Student and Professional Affairs, the Assistant Dean for Graduate Programs and the Assistant Dean for the Rio Grande Valley Campus can be found on the College of Pharmacy website.

1.4   **Department Chairs:**

1.4.a.   <u>Departments</u>. The three departments of the College are 1) Pharmacological and Pharmaceutical Sciences, 2) Pharmacy Practice and Translational Research and 3) Pharmaceutical Health Outcomes and Policy. Procedures for the selection, tenure, review, and retention of department chairs will generally follow accepted University procedures, as described by http://www.uh.edu/provost/policies-resources/faculty/resources/dept-chair-roles/.

1.4.b.   <u>Appointment and Review of Chairs</u>. The Dean shall appoint the department chairs after input from the departmental faculty . The Dean shall review the Chairs yearly, and the   departmental faculty and staff shall review the Chairs every three years in accordance with University by-laws. The Chairs shall solicit faculty feedback regarding their performance and the state of the   department on a yearly basis as a means of formative assessment.

1.4.c.   <u>Duties and Responsibilities</u>. Detailed job descriptions for the Chair of the Department of Pharmacy Practice and Translational Research, the Chair of the Department of Pharmacological   and Pharmaceutical Sciences and the Chair of the Department of Pharmaceutical Health Outcomes and Policy can be found on the College of Pharmacy website.

1.5   **Assistant Department Chairs:**

1.5.a.   <u>Departments</u>. The three departments of the College are 1) Pharmacological and Pharmaceutical Sciences, 2) Pharmacy Practice and Translational Research and 3) Pharmaceutical Health Outcomes and Policy.

1.5.b.   <u>Appointment and Review of Assistant Department Chairs</u>. The Chair of the department may create Assistant Department Chair positions, and the individuals appointed to these positions shall serve at the discretion of the Chair. These individuals will be appointed by the Chair   after consultation with the Dean and input from the departmental faculty. The Chair shall review the   Assistant Department Chairs annually.

1.5.c.   Duties and Responsibilities. The Assistant Chairs will assume administrative responsibilities deemed appropriate by the Chair and will assume the responsibilities of Chair in the Chair's absence. Detailed job descriptions for the Assistant Department Chairs can be found on the College of Pharmacy website.

1.6. **Executive Director of Business Operations:** The Dean shall appoint the College**'s Executive Director of Business   Operations**. The Executive Director of Business Operations shall manage the administrative, financial and budgetary operations of the College, including university and internal accounting; reporting processes; human resources; payroll; employee services and other duties assigned by the Dean. A detailed job description for the Executive Director of Business Operations can be found on the College of Pharmacy website.

1.7 **Directors:** The Dean will create the position of a "Director" within the College after consultation with the Senior Vice President for Academic Affairs and Provost. Department Chairs and Associate/Assistant Deans may request Director's positions in their areas.

2.   COUNCILS

2.1   **Executive Council:** The Executive Council serves in an advisory capacity to the Dean, and   shall be composed of all Deans, Department Chairs and Assistant Department Chairs.   Ex officio members of the Executive Council are: Chair of the Faculty Advisory Council; Chair of the Staff Advisory Council; Executive Director of College Business Operations; Directors of Development, Assessment and Accreditation, Co-Curriculum, Information Technology and Resources, and Faculty   Development and the Communications Manager. The Executive Council shall meet as required by the Dean or by a quorum petition of the Council members.

2.2.   **Faculty Advisory Council:**
2.2.a.   Duties and Responsibilities. The Faculty Advisory Council shall meet at least once   each semester during the academic year to discuss matters brought forth by the faculty. The Council shall ensure that faculty concerns are aired to the College administration, review

and/or update the College By-laws every two years, and shall nominate faculty members for other College councils, e.g., Pharmacy Council, where appropriate. The Council shall solicit nominations for the UH College of Pharmacy AACP faculty alternate delegate and the nominations for the Post-Tenure Review Committee at the first fall faculty meeting of each year and Faculty Research, Teaching and Service Excellence Awards in the spring. An ad-hoc committee composed of the Faculty Advisory Council and one additional member elected from each department shall serve to evaluate the nominations received for the College Excellence Awards, making a final recommendation to the Dean for approval. If a member of the Faculty Advisory Council has been nominated for one or more of the awards, he/she shall not participate in the evaluation process for that/those awards.

2.2.b.   Membership. The Council shall be composed of a chair and three faculty members, one elected from each department. Members will hold office for a three-year term. The College representative(s) to the Faculty Senate shall serve as ex officio member(s) of the Council. The Chair of the Council shall be elected at the Fall General Faculty Meeting for a three-year term. The Chair shall be an ex officio member of the Executive Council. Voting members of the Executive Council   shall be excluded from membership on the Faculty Advisory Council. The Chair of the Staff Advisory Council shall be an ex-officio member of this council.

2.2.c.   The Council shall report to the Dean at least once each semester.

2.3. **Staff Advisory Council:**

2.3.a.   Duties and Responsibilities. The Council shall serve as an advisory body to the Dean. The Council shall meet at least once each semester during the academic year to discuss matters brought forth by the staff. The Council shall provide three professional development events in each Calendar year. The Chair shall be an ex-officio member of the Faculty Advisory Council.

2.3.b.   Membership. The Council shall be composed of five full-time staff members: one from each department, one representative from Student Services, and one representative from the College Business Office. These members shall be elected by ballot of benefits-eligible staff within the College of Pharmacy in the early part of the fall semester of every other year. The members shall serve a two-year term. The positions of Chair and Secretary of the Council shall be filled by elections from among the six members of the Council, and each shall serve a one-

year term. The chair shall be an ex-officio member of the Faculty Advisory Council. The Chair of the Faculty Advisory Council shall be an ex-officio member of this council.

2.3.c. The Council shall report to the Dean at least once each semester.

3. FACULTY

3.1. <u>Definition of Voting Faculty</u>: All full-time (>0.5 FTE) faculty, including tenure and promotion eligible non-tenure track (PE-NTT) faculty, shall be voting members of the College. In matters affecting only tenure-track or tenured faculty, only tenure-track or tenured faculty may vote. Non-permanent faculty may not constitute a voting majority of any College committee. All faculty members (tenured, tenure-track and NTT faculty in promotion-eligible positions) will have voting rights in the professional domains in which they have responsibilities.

For faculty hiring decisions, a process shall be established which provides for the collection of written faculty evaluation and advisory recommendation to the department chair/director and/or dean regarding selection and hiring of prospective candidates. This process, ordinarily, would be handled by an appropriate department or college search committee. In searches for PE-NTT faculty, the search committee should include at least one PE-NTT faculty member at a higher rank than the posted faculty position and ideally drawn from the same program area. In the case where no other NTT faculty members of higher rank exist in the department or college, a department or college may find a suitable alternate from another department or college within the University or can consider waiving this requirement with the approval of the Office of the Provost.

PE-NTT faculty will have voting rights concerning hiring and promotion of NTT faculty. Except as noted elsewhere in the NTT faculty policy, all NTT faculty in promotion-eligible pathways shall be entitled to participate in university, college and department level governance on all matters other than voting on tenure and the appointment and reappointment of tenure-track faculty.

3.1.a. <u>Tenure Track Faculty.</u> The following ranks are considered part of the tenure track: instructor (except as noted below), assistant professor, associate professor, and professor.

3.1.a. (1) Instructor. Instructor is normally a tenure track position; in special circumstances the President may waive the inclusion of an instructor in tenure track status, by written mutual consent.

3.1.a. (2) Assistant Professor. Assistant professor is normally a probationary rank although in special cases, the President may request that tenure be awarded to an assistant professor.

3.1.a. (3) Associate Professor. An associate professor may be appointed with tenure or, alternatively, may be required to serve a probationary period not to exceed four years before tenure is awarded.

3.1.a. (4) Professor. A professor is usually appointed with tenure, but may be required to serve a probationary period not to exceed four years, which shall be stated in the appointment letter.

3.1.b.   Promotion-Eligible Non-Tenure Track Faculty. The following ranks are considered part of the promotion-eligible non-tenure track (PE-NTT):

3.1.b. (1) Instructional Faculty. Instructional Faculty appointments are for persons who are primarily engaged to teach full-time In addition to their reaching responsibilities, Instructional Faculty members' responsibilities also include teaching and student learning; research, scholarship, and/or other creative productivity; and service responsibilities. Instructional Faculty may be assigned the ranks of Instructional Assistant Professor, Instructional Professor, and Instructional Professor.

3.1.b (2) Clinical Faculty. Clinical Faculty appointments are NTT appointments for persons who are primarily engaged in client or field-based educational programs, or patient care. In addition to their teaching responsibilities, Clinical Faculty members' responsibilities also include teaching and student learning; research, scholarship, and/or other creative productivity; and service responsibilities. Instructional Faculty may be assigned the ranks of Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

3.1.b (3) Research Faculty Research Faculty appointments are for persons who are primarily engaged in research activities. Although such individuals may have some

negotiated responsibilities in the area of teaching and/or service, this title series is reserved for those individuals who are appointed essentially as full time researchers. Available titles include Research Assistant Professor, Research Associate Professor and Research Professor depending on the qualifications of the individual. Individuals at each level will have research experience and prestige comparable to that of a regular tenured or tenure-track faculty member at the equivalent academic rank. Research Faculty members are typically externally funded and will not be paid from the state teaching budget.

3.1.c. Non-promotion eligible non-tenure track Faculty. The following ranks are considered part of the non-promotion eligible non-tenure track (nonPE-NTT).

3.1.c. (1) Visiting Faculty. Visiting Faculty appointments are for persons who have a full-time appointment at another higher education institution or similar agency who assume full-time faculty responsibilities at the University of Houston for up to one year. No Visiting Faculty member may remain in the position for more than three consecutive years. Available titles include Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor.

3.1.c. (2) Lecturing Faculty. Lecturing Faculty appointments are for persons who are primarily engaged to teach one or more specific courses, on either a part time or full time basis. Available titles include Lecturer, Senior Lecturer, and Professor of Practice. Professor of Practice is ordinarily reserved for persons who are qualified by their past experience outside of academia, and whose current level of expertise and demonstrated or potential ability will significantly enhance the instruction of students and advance the goals of the academic unit or program in ways that cannot be provided solely by the tenured or tenure-track faculty.

3.1.c. (3) Research Scientist/Senior Research Scientist. Research Scientist and Senior Research Scientist appointments are for person who are engaged to conduct research. These individuals will not teach classes or serve on doctoral committees. Titles are applied based on the years of experience required for the position.

3.1.c. (4) Adjunct Faculty. Adjunct faculty appointments are for person who have a primary employment responsibility outside of this university.

3.1.d Delineation of faculty responsibilities in the areas of work load and space allocation. Faculty workload requirements generally follow approved guidelines as outlined in the Faculty Handbook file:///C:/Users/asmesny/Downloads/2019%20Faculty%20Handbook.pdf and University MAPP policy (http://www.uh.edu/af/universityservices/policies/mapp/). Tenured or tenure-track faculty members are expected to engage in teaching, research/scholarship and service, whereas non-tenure track faculty members are expected to expend the majority of their effort within the domain in which they were hired. In the case of tenured and tenure-track faculty members, total effort is usually distributed across the three domains of teaching, research/ scholarship, and service. For non-tenure track faculty, the majority of effort is usually expended within the domain in which they were hired with any remaining effort distributed across the other domains. Specific approaches to describing Departmental workload and space allocation policies are hosted on the College's Sharepoint Site: https://uofh.sharepoint.com/sites/pharmacy/SitePages/Home.aspx).

3.1.e Opportunities for Leadership Development. The University of Houston College of Pharmacy is fully committed to supporting leadership development among current faculty administrators and chairs, and seeks to cultivate leadership of potential faculty administrators. Faculty members are offered many opportunities to develop their leadership skills, allowing them to chair various UH COP standing committees and councils, to serve as elected members of the UH Faculty Senate, and to chair various UH faculty Senate committees. Additionally, the college supports faculty who participate in leadership programs such as UH Cougar Chairs leadership Academy (http://www.uh.edu/provost/faculty/current/ccla/) and the AACP academic leadership program (https://www.aacp.org/resource/academic-leadership-fellows-program).

3.2 Faculty Meetings

3.2.a. Call for Meeting. The Dean shall convene a meeting of the faculty at least once each fall and spring semester and whenever deemed necessary. The faculty may call for a meeting by a petition signed by a simple majority of the faculty. In the event the Dean cannot preside at the meeting, one Associate Dean (in the order of Executive, Academic Affairs) shall preside over the meeting. The date, time and agenda shall be announced in writing (paper or electronic notification) to the faculty and student representatives at least one week in advance of the meeting, except in cases of emergency.

3.2.b. Membership.

3.2.b. (1) All members of the faculty, including visiting professors, adjunct faculty, postdoctoral fellows, fellows, and part-time faculty, may attend the meeting; however, only voting members (Section 3.1) shall vote.

3.2.b. (2) One professional student shall be elected by the Pharmacy Council at the beginning of the fall semester to serve a period of one year. The student representative may participate in the meeting, but the student may not vote.

3.2.b. (3) One graduate student shall be elected from the graduate student body at the beginning of the fall semester to serve a period of one year. The graduate student representative may participate in the meeting, but the student may not vote. It is the responsibility of the College Graduate Studies committee to oversee the annual election for this representative.

3.2.c. Parliamentarian. The latest version of Robert's Rules of Order shall be the parliamentary authority for all meetings, except as otherwise specified by the By-laws. The faculty and/or Dean/Department Head shall appoint a parliamentarian. The parliamentarian shall clarify and   interpret questions concerning parliamentary and/or procedures of the By-Laws of the College and/or the University.

3.3 **Faculty Senate**

3.3.a. Membership. The college shall have faculty members representing the college in the UH Faculty Senate (FS). The number of representatives varies, and is determined by the FS. The Governance Committee of the FS will determine the eligibility of COP faculty to vote and to represent   the college.

3.3.b. Terms. Senators will serve three years terms beginning in January of year one, and ending in December of year three.

3.3.c. Regular Election Procedure

3.3.c.(1). The Governance Committee of the FS will solicit nominations and

conduct   elections electronically as described in the FS bylaws.3.3.

3.3.c.(2). Senators representing the college in the Research and Scholarship Committee   will be elected in the Spring semester. Senators representing the college at-large will be elected in   the Fall semester

3.3.d.   Replacement of Senators. Senators who leave the college before the expiration of a   term will be replaced by special elections as described in the FS constitution, Article 1, section 6.

4.   STANDING COMMITTEES

General Guidelines: Faculty members may function as members of governance groups within the University, following the selection procedures described for University Standing   Committees   of   the   Faculty   Handbook (http://www.uh.edu/provost/policies/faculty/_document-faculty/2015-faculty-handbook.pdf).

Within the College of Pharmacy, committees shall be composed of five promotion-eligible tenure track and PE-NTT faculty members and a committee chair. Excluding the chair, the committee membership shall consist of two members from Pharmacological and Pharmaceutical Sciences (PPS), two from Pharmacy Practice and Translational Research (PPTR), and one from Pharmaceutical Health Outcomes Policy (PHOP) appointed by each   Departmental Chair. The term of each member will be three years and terms will be staggered so that   no more than two committee members rotate off each year. The Committee Chair is appointed by the Dean and can serve consecutive terms. Committee members shall not serve consecutive terms on the same committee. In the event a suitable candidate cannot be found, then exceptions to this by-law can be made. Exceptions to these general guidelines are noted under each relevant committee section. All committee members shall represent the best interests of the entire college. The Dean will publish and distribute to the   faculty the composition of all committees before the start of each academic year.

Each committee shall meet at least once each fall and spring semester. A quorum for a committee constitutes a chair and one committee member from each department. The chairs of the   committees shall vote only in the case of a tie. Accountability shall be the responsibility of the committees' chairs, the dean to whom the committee reports, and the general faculty. Committee members who fail to attend at least 75% of appropriately scheduled meetings may be removed from a committee by the committee chair. If a committee member

is removed in such a manner, the appropriate department chair will appoint a new member. At each general faculty meeting, to be held in early September and early February, the agenda shall have a place where each Committee Chair shall report the activities of the committee. The Chair or his/her designate shall prepare and file minutes of each meeting with the Dean and department chairs. Minutes of the committee meetings shall be made available to any faculty member wishing to see them.

Each committee shall annually review and update the <u>Duties and Responsibilities</u>, and as necessary, forward any changes to the Faculty Advisory Council so that these changes may be reflected in the By-Laws.

Newly elected committee members' duties and responsibilities begin on the first day of September of the election year and not on the day the election is officially complete.

4.1.   **<u>Assessment Committee.</u>**

4.1.a.   <u>Duties and Responsibilities</u>.

4.1.a. (1) Perform an ongoing assessment of the curriculum and professional program outcomes in order to advise the Pharm.D. Curriculum Committee on short-term and long-term educational planning.

4.1.a. (2) Develop and maintain assessment tools, which are used to assess the professional curriculum.

4.1.a. (3) Perform regular *curricular* assessments (e.g. PCOA Exams, Course Assessments and Student Assessments) and submit recommendations to the Pharm.D. Curriculum Committee regarding potential enhancement of the professional curricula.

4.1.a. (4) Coordinate and conduct programmatic assessment and continuous quality improvement activities with the Director of Assessment and Accreditation Services related to the achievement of the UH-COP Mission and Vision.

4.1.b.   <u>Membership</u>.

4.1.b. (1) The Chair of the Committee shall be appointed as described in the general guidelines for committees.

4.1.b. (2) Three faculty representatives appointed by the Dean with input from the Executive Council plus one at-large faculty member from each program (PPS,

PPTR and PHOP). Members must exhibit interest in assessment. Each representative has one vote.

4.1.b. (3) One *ex-officio* student representative (in good standing) and a student alternate, from a different year (in good standing). Both shall be a Pharm.D. student with at least second professional year status appointed by the Dean from a pool of candidates submitted by Pharmacy Council. The student representative shall serve for one year with possible reappointment for one additional year. The student representative has one vote.

4.1.b. (4) Ex-officio members: The Associate Dean for Academic Affairs, Chair of the Pharm.D. Curriculum Committee, and the Director of Assessment and Accreditation Services.

4.1.c.   The Committee shall report to the Associate Dean for Academic Affairs.

4.2.   **College Budget Advisory Committee**

4.2.a.   Duties and responsibilities.
4.2.a. (1) Assist the College in addressing future budgetary decisions.
4.2.a. (2) The committee will make recommendations to the Dean each year concerning the College's budget.

4.2.b.   Membership

4.2.b. (1) Faculty members from each department (two from PPS, Two from PPTR and one from PHOP) shall be elected by each Department.
4.2.b. (2) Chair of the Staff Advisory Council
4.2.b. (3) The Chair of the committee will be elected by the current committee members from within the committee.

4.2.c. The committee shall report to the Dean.

4.3   Faculty Development Committee:

4.3.a. Duties and Responsibilities

4.3.a. (1) Improve and sustain the professional growth of faculty through collegially planned learning opportunities that continue to support the College's strategic goals.

4.3.a. (2) Provide opportunities for our faculty and staff to improve their knowledge and skills and, ultimately, improve teaching, student learning and student success.

4.3.a. (3) To advise the Director of Faculty Development on activities to enhance the faculty experience and foster development as academicians.

4.3.b. Membership.

4.3.b. (1) The Chair of the Committee shall be appointed by the Dean.

4.3.b. (2) The committee membership shall consist of one member appointed by each Departmental Chair as described in the general guidelines for committees.

4.3.b. (3) Ex-officio members: College's Director of Information Technology Resources, Director of Faculty Development, Associate Dean for Academic Affairs and the Chair of the Curriculum Committee.

4.3.c. The Committee shall report to the Associate Dean for Academic Affairs

4.4. **Faculty Grievance Committee:**

4.4.a. Duties and responsibilities.

4.4.a. (1) Convene a hearing whenever a faculty member brings a grievance to the Committee.

4.4.a. (2) Develop and administer a grievance policy for the College of Pharmacy, which is in agreement with the University of Houston grievance policy, but which provides a more detailed framework under which the Committee can operate. This policy shall include, but not necessarily be limited to, procedures for submission of a grievance, procedures regarding the holding of a grievance hearing, and a timetable for handling of grievance matters. This policy shall be developed in consultation with University legal counsel and shall be incorporated into the operating procedures of the Committee and approved by the faculty as such.

4.4.a. (3) Review annually the grievance procedures of the College and report

any changes in those procedures to the Faculty Advisory Council so that any changes may be reflected in Grievance Policy of the College.

4.4.b Membership

4.4.b. (1) The Chair of the Committee shall be appointed as described in the general guidelines for committees.

4.4.b. (2) The Committee shall be composed of five promotion-eligible tenure track, one Renewable Employment Agreement (REA) eligible PE-NTT faculty (as defined by university policy), and a Committee Chair. Excluding the chair, the committee membership shall consist of two members from Pharmacological and Pharmaceutical Sciences (PPS), two from Pharmacy Practice and Translational Research (PPTR), one from Pharmaceutical Health Outcomes Policy (PHOP) appointed by each Department Chair and REA-eligible PE-NTT faculty elected by the eligible faculty members: See General Guidelines of Section 4.

4.4.c. The Committee shall report to the Dean.

4.5. **Graduate Studies Committee:**

4.5.a. Duties and Responsibilities.

4.5.a. (1) Propose changes and/or additions to the graduate courses and degree requirements for all graduate programs within the College.

4.5.a. (2) Review all graduate programs involving the awards of MS or PhD degrees every three years.

4.5.a. (3) Make recommendations to the Assistant Dean for Graduate Programs for awarding merit-based grants to graduate students.

4.5.a. (4) Administer the grievance policy for graduate students.

4.5.a. (5) Review the University Graduate School Catalog in consultation with the Department Chairs and the Assistant Dean for Graduate Programs.

4.5.a. (6) Authorize annual election for graduate student representatives, one from each degree program.

4.5.a. (7) Oversee the admission to and monitor student progress in the combined Pharm.D./Graduate degree programs within the college. The committee will propose changes and/or additions to the graduate portion of the combined

Pharm.D./Graduate degree programs and will review proposed changes in the Pharm.D. Program for potential impact on the graduate portion of the combined programs.

4.5.a. (8). Evaluate procedures for assessing the effectiveness of didactic graduate courses.

4.5.a. (9) Review standards and policies for admission, grading and progression in the graduate program and make changes in the standards and/or procedures on behalf of the Faculty. When there are major changes in admission standards or progression procedures, the Committee shall make recommendations to the Faculty of such changes.

4.5.b. Membership.

4.5.b. (1) The Chair of the Committee shall be appointed as described in the general guidelines for committees.

4.5.b (2) One faculty member from each graduate program will be elected for a three year term by program faculty.

4.5.b. (3) One graduate student from each graduate program (representing PPS, PPTR and PHOP), who will be elected annually by their peers. Students are voting members.

4.5.b (4) Ex-officio members: Assistant/Associate Dean for Graduate Programs, Assistant/Associate Dean for Academic Affairs and a Representative from the Office of Assessment.

4.5.c. The Committee shall report to the Assistant/Associate Dean for Graduate Programs.

4.6. **Information Technology Committee:**

4.6.a. Duties and Responsibilities

4.7.a. (1) Evaluate all learning and information resources, including those in the library. The Committee shall make recommendations concerning present and future requirements of the College.

4.6.b. Membership.

4.6.b. (1) Five faculty members: See General Guidelines of Section 4.

4.6.b. (2) Director of Information Technology Resources

4.6.b. (3) Two *ex-officio* student representatives (in good Academic standing). One shall be a Pharm.D. student with at least second professional year status appointed by the Dean from a pool of candidates submitted by Pharmacy Council. The second shall be a graduate student appointed by the Dean from a name submitted by the Graduate Student Council. The student representatives shall serve for one year with possible reappointment for one additional year.

4.6.b. (5) Ex-officio members: UH library representative and Executive Associate Dean.

4.6.b. (6) The Chair of the Committee shall be appointed as described in the general guidelines for committees.

4.6.c.   The Committee shall report to the Dean.

4.7   **Pharm.D. Admissions and Progression Committee:**

4.7.a.   Duties and Responsibilities.

4.7.a. (1) Review application material from all prospective students and make recommendations to the Assistant Dean for Student and Professional Affairs as to the admission of the candidates to the professional program.

4.7.a. (2) Review appeal material submitted by a student who has been suspended or on probation from the professional program for academic reasons and recommends to the Associate Dean for Academic Affairs a course of action to be taken with respect to the student's request. The action taken may be continued suspension or probation from the program, readmission to the program with specific conditions to be met, or recommended specific conditions that will allow a future readmission.

4.7.a. (3) Review appeals from students who have been denied readmission and make recommendations to the Associate Dean for Academic Affairs as to the action to be taken.

4.7.a. (4) Review standards and policies for admission and progression in the professional program and make changes in the standards and/or procedures on behalf of the Faculty. When there are major changes in admission standards or progression procedures, the Committee shall make recommendations to the Faculty of such changes.

4.7.b.   Membership.

4.7.b. (1) The Chair of the Committee shall be appointed as described in the

general guidelines for committees. The committee is empowered to appoint additional members as needed to accrue requisite expertise and capacity.

4.7.b (2) Excluding the chair, the committee membership shall consist of two members from Pharmacological and Pharmaceutical Sciences (PPS), two from Pharmacy Practice and Translational Research (PPTR), and one from Pharmaceutical Health Outcomes Policy (PHOP) appointed by each Department Chair.

4.7.b. (3) One student representative (in good standing) with at least second professional year status appointed by the Dean from a pool of candidates submitted by the Pharmacy Council. The student representative shall serve for one year with possible reappointment for one additional year. The student shall vote only on issues involving new student admissions, admission standards and progression procedures. The student shall be excused when the Committee deals with students presently in the program or students requesting readmission to the program.

4.7.b. (4) One pharmacy practitioner appointed by the Dean each year. The practitioner shall have voting privileges.

4.7.b. (5) Ex-Officio members: The Associate Dean for Academic Affairs, Assistant Dean for Student and Professional Affairs, Director of Student Services and the Director of Pharmacy Admissions.

4.7.c. The Committee shall report to the Dean.

4.8   **Pharm. D. Curriculum Committee:**

4.8a.   Duties and Responsibilities.

4.8.a. (1) Review and approve applications for additions or deletions of courses in the curriculum. The faculty must approve all curricular changes.

4.8.a. (2) Perform an ongoing evaluation of the curriculum in order to establish short- term and long-term educational planning. The Committee shall establish guidelines for curricular evaluation. The Committee shall be responsible for preparing a five-year strategic plan for the curriculum that will be evaluated and revised yearly and approved by the faculty.

4.8.a. (3) Consult with the Director(s) of the joint degree programs such as the Pharm.D./Ph.D. program regarding curricular components of the joint degree programs.

4.8.b   Membership.

4.8.b. (1) Five Faculty members: See General Guidelines of Section 4.

4.8.b. (2) Two student representatives (in good standing) from the second year class or later shall be selected each year. The names of these students shall be brought forth to Pharmacy Council for approval. Each student shall have voting privileges.

4.8.b. (3) The Dean shall appoint one College of Pharmacy alumnus to the Committee each year. The alumnus shall have voting privileges.

4.8.b. (4) The Chair will be appointed by the Dean

4.8.b. (5) Ex–officio members: Director   of   Assessment   and   Accreditation Services, Assistant Dean for Experiential   Programs, Associate Dean for Academic Affairs, the Chair of the Assessment Committee, the Director of Information Technology Resources, and the Director of Co-Curriculum.

4.8.c. The Curriculum Committee shall report to the Associate Dean for Academic
       Affairs.

4.9   **Pharm.D. Experiential Advisory Committee:**

4.9.a.   Duties and responsibilities.

4.9.a. (1) Ensure that the quality of experiential instruction is maintained.

4.9.a. (2) Ensure that experiential instruction is in compliance with ACPE
standards.

4.9.a. (3) Serve as a liaison with the community of practitioners.

4.9.b.   Membership.

4.9.b. (1) The Chair of the Committee shall be appointed as described in the general guidelines for committees.

4.9.b. (2) Five faculty members, as described in the general guidelines for committees.

4.9.b. (3) Two student representatives (in good standing) from the second year class or later shall be selected each year. Students shall be appointed by the Dean from a pool of candidates submitted by the Pharmacy Council. The students shall be excused when the committee discusses preceptor performance or site performance. The student representatives shall serve for one year with possible reappointment for one additional

year.

4.9.b. (4) The Dean shall appoint one pharmacy practitioner from an ambulatory care setting and one pharmacy practitioner from an institutional setting to the Committee each year. These practitioners shall have voting rights.

4.9.b. (5) Ex-Officio members: The Assistant Dean for Experiential Programs and the Associate Dean for Academic Affairs.

4.9.c. The Experiential Advisory Committee shall report to the Dean.

4.10. **Pharm. D. Student Affairs Committee:**

4.10.a. Duties and Responsibilities.

4.10.a. (1) Determine recipients for student award(s).

4.10.a. (2) Select recipients for College scholarships and provide students with a list of available scholarships from the university and other sources. The Committee shall explore alternatives for obtaining additional scholarships.

4.10.a. (3) Serve as a Grievance Committee for the Professional students. When a member of the Standing Committee is involved in the grievance, the member will be excluded from the proceedings. The student must file an official grievance in writing with the Chair of the standing committee in accordance with the College Procedures.

4.10.a. (4) Oversee and review the UHCOP Code of Ethical and Professional Conduct.

4.10.a. (5) Provide direction to the college in addressing student needs

4.10.a. (6) Assist in the coordination and selection of graduation awards

4.10.b. Membership.

4.10.b. (1) Five Faculty members: See General Guidelines of Section 4.

4.10.b. (2) Two Students (in good standing) shall be appointed by the Dean from a pool of candidates submitted by the Pharmacy Council. The student representatives shall serve for one year with possible reappointment for additional years. The student shall vote only on issues involving general scholarship policies. The student representative shall be excused when the Committee deals with matters in which students

receive merit-based or need-based scholarships and anything that requires access to students' personal information such as grades and financial aid. The student representatives can attend meetings dealing with student grievances and vote on those issues.

4.10.b. (3) Alumni: one alumnus shall be appointed by the Dean in consultation with the Associate Dean for Academic Affairs and the Assistant Dean for Student and Professional Affairs. The alumni shall have voting privileges.

4.10.b. (4) The Chair of the Student Affairs Committee shall be appointed by the Dean to serve a three-year term.

4.10.b. (5) Ex officio members: Director of Development, Financial Aid Advisor, and the Assistant Dean for Student and Professional Affairs.

4.10.c. The Committee shall report to the Executive Associate Dean.

4.11. **Post-Tenure Review Committee**

4.11.a. Duties and Responsibilities.

4.11.a. (1) The College of Pharmacy Post-tenure review, as mandated by the State and University of Houston System Board of Regents policy, is a performance evaluation process for all tenured faculty within the College on responsibilities in teaching, research, service and   patient care.

4.11.a. (2) The evaluation is an **annual peer** review process that shall be performed as described in the College of Pharmacy Post-tenure review policy. The review of the faculty member's performance in administrative responsibilities shall not be a part of the Post-tenure   review process.

4.11.b. Membership.

4.11.b. (1) The Committee is composed of tenured faculty who are nominated by tenured faculty at the first Fall faculty meeting and elected by a mail ballot of all tenured   faculty conducted within 10 working days of the meeting. Excepting the departmental chair,   voting rights of all tenured faculty are maintained.

4.11.b. (2) The Committee has three (3) regular members plus one alternate

member. Only tenured faculty with 50 percent or less administrative assignment can serve.

4.11.c. The Committee sends its preliminary assessment of each faculty member in writing *only* to that faculty member. If that preliminary assessment is of unsatisfactory performance, the faculty member has one week to meet with the Committee to discuss the performance evaluation and submit additional documentation to be considered before a *final* assessment is rendered. The Committee sends a copy of its *final* assessment (not any details) in writing to the individual faculty member, the Department Chair and the Dean.

4.12. **Promotion and Tenure Committee:**

4.12.a. Duties and Responsibilities.

4.12.a. (1) Make recommendations for promotion and tenure to the Dean.

4.12.a. (2) In June, the Chair of the Promotion and Tenure Committee shall determine if it will be necessary for the Committee to meet the next academic year and appropriate plans shall be made.

4.12. a. (3) Promotion and tenure decisions for tenured and tenure-track faculty will be governed by the promotion and tenure guidelines detailed elsewhere in the Faculty Handbook. Appointment, reappointment and promotion decisions for NTT faculty, including instructional, clinical and research faculty, will be governed by guidelines detailed in the UH Interim NTT policy. (http://www.uh.edu/provost/faculty/current/non-tenure-track/documents/ntt-policy.pdf) and the College of Pharmacy (https://share.uh.edu/pharmacy). Appointment, reappointment and promotion reviews will be conducted by the existing departmental/academic unit and college level promotion and tenure committees with the addition of at least one NTT/faculty member(s} at each committee level who must be present for consideration of reviews for instructional faculty, clinical faculty, and research faculty.

NTT faculty serving on promotion committees should be of higher faculty rank than the candidate and ideally be drawn from the same program area as the candidate for promotion. NTT committee members will not participate in tenure-related or post-tenure reviews. In the case where no other NTT faculty members of higher rank exist in the department or college, a department or college may find a suitable alternate from another

department or college within the University or consider waiving this requirement with the approval of the Office of the Provost.

4.12.b. Membership.

4.12.b. (1) The Chair of the Promotion and Tenure Committee shall be appointed by the Dean to serve a three-year term. The Chair is a voting member of the Committee.

4.12.b. (2) Because the time course for faculty review is not in line with the academic calendar, Promotion and Tenure Committee members and Chair will serve a term that is consistent with that review process, from June 1 – May 31.

4.12.b. (3) The academic ranks (associate or full professor) of Committee members shall depend on the faculty members being considered each year. The Committee members will serve one-year term. The Committee members shall be appointed by the Dean in consultation with Department Chairs, and the Chair of the Committee. The selection of the members of the Committee shall be consistent with the College Guidelines for Promotion and Tenure.

4.12. b. (4) One member of the Promotion and Tenure Committee shall be a faculty member from outside the College of Pharmacy but within the University, and shall be appointed by the Dean based upon recommendations from the faculty members being considered, his/her department chair and the Chair of the Committee.

4.12.c. The Committee shall report to the Dean.

4.13. **Research Committee:**

4.13.a. Duties and Responsibilities.

4.13.a. (1) The Research Committee shall meet at least once each semester during the academic year to discuss matters identified by the faculty. The function of the Committee is to increase research and scholarly activities within the College, and to assist faculty with any problems that impede their ability to perform research or scholarly activities.

4.13.a. (2) Ensure that faculty grant proposals are reviewed by at least two faculty members before they are submitted to the granting agency in order to provide constructive feedback to the faculty member to increase the likelihood that his/her grant proposal receives funding.

4.13.a. (3) Canvas the faculty to ascertain faculty research needs and work with Dean to meet those needs.

4.13.b. Membership.

4.13.b. (1) The Committee shall be composed of five faculty member (see General Guidelines) elected from each department; each member shall hold office for a three-year term.

4.13.b. (2) The Chair of the Committee shall be in addition to the five members, elected at the Fall General Faculty Meeting, and is to serve a three-year term. This individual will also serve as the College's representative to the University Research Council.

4.13.b. (3) Ex-officio member: The Associate Dean for Research and Graduate Programs and the Assistant Dean of Graduate Programs

4.13.c. The Committee shall report to the Associate Dean for Research and Graduate Programs at least once each semester during the academic year.

4.14. **Strategic Planning Committee:**

4.14.a. Duties and Responsibilities.

4.14.a. (1) Draft short- and long-term goals for the College of Pharmacy.

4.14.a. (2) Monitor achievement of those goals.

4.14.a. (3) Revise the goals as needed.

4.14.b. Membership.

4.14.b. (1) All Associate Deans, Assistant Deans and Department Chairs.

4.14.b. (2) Chair of the Faculty Advisory Council.

4.14.b. (3) Chair of the Staff Advisory Council.

4.14.b (4) Director of Faculty Development

4.14.b. (5) Students: Chairs of the Pharmacy Council and Pharmacy Graduate Students Association.

4.14.b. (6) Executive Director of College Business Operations.

4.14.b. (7) Chair of the Dean's Advisory Council.

4.14.b. (8) A university member from outside of the College of Pharmacy.

4.14.c. The Committee shall be chaired by the Dean.

5.   COLLEGE ACCREDITATION

5.1.   **Description.** The Accreditation Council for Pharmacy Education (ACPE) serves as the accrediting agency for the University of Houston College of Pharmacy. ACPE accreditation is public recognition that a professional degree program leading to the Doctor of Pharmacy degree is judged to meet established qualifications and education standards through initial and subsequent periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment of the quality of a college or school of pharmacy's professional program(s) and to encourage continued improvement thereof. Accreditation concerns itself with both quality assurance and quality enhancement

5.2.   **Procedures.** The ACPE accreditation process involves a process where students, faculty, preceptors and staff are conversant in the major themes of the accreditation report and how the program intends to address any deficiencies. A self-study report (http://www.uh.edu/pharmacy/about-us/accreditation/acpe-self-study/) is written and reviewed with broad-based input from students, faculty, preceptors, staff, administrators and a range of other stakeholders.

6.   AMENDMENTS AND CHANGES TO THE BY-LAWS

6.1.   **Review of By-Laws**. The Faculty Advisory Council shall review the By-Laws at least once every two years.

6.2.   **Procedures**. The Faculty Advisory Council may propose amendments and changes to the By-Laws after receiving input from the faculty. The proposed amendments and changes shall be published for at least two weeks prior to the regularly scheduled general faculty meeting held in either   the fall or spring semester. Approval of the proposed amendments and/or changes shall require a 2/3- majority vote of the voting faculty.

REVIEW AND RESPONSIBILITY

Responsible Party: FACULTY ADVISORY COUNCIL

Review: At least every two years, prior to May 1st

APPROVAL

_____

Chair Faculty Advisory Council   Date

FACULTY VOTE   10/25/2019
_____

Faculty approval   Date

_____

Dean/Executive Associate Dean   Date

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	01/94	Adopted:
	11/95	Adopted:
	09/96	Revised:
	11/96	Adopted:
	04/01	Revised:
	09/07/01	Adopted:
	08/03	Revised:
	09/04/03	Adopted:
	09/10/04	Revised:
	09/10/04	Adopted:
	11/15/04	Revised:
	11/18/04	Adopted:

	09/08/05	Revised:
	09/08/05	Adopted:
	10/12/06	Revised:
	10/19/06	Adopted:
	02/14/07	Revised:
	?	Adopted:
	11/28/07	Revised:
	11/29/07	Adopted:
	01/24/08	Revised:
	02/29/08	Adopted:
	03/28/08	Revised:
	04/17/08	Adopted:
	09/23/08	Revised:
	09/25/08	Adopted:
	05/26/10	Revised:
	05/26/10	Adopted:
	09/01/10	Revised:
	09/17/10	Adopted:
	05/26/11	Revised:
	09/09/11	Revised:
	09/09/11	Adopted:
	05/24/12	Revised:
	05/24/12	Adopted:
	09/17/13	Revised:
	09/17/13	Adopted:
	08/16/14	Revised:
	08/16/14	Adopted:
	10/28/14	Revised:
	10/28/14	Adopted:
	03/17/15	Revised:
	03/17/15	Adopted:
	09/08/15	Revised: **2.2.b.** Changed from "two year term" to "three year term" **2.3.b**. Membership changed from "six full time staff members; one from each department, one from the Dean's office, and two At-large members" to "five full time staff members: one from each department, one representative from Student Services, and one representative from the College Business Office".

		4.5.b.(4) Changed from "Ex-officio members: Graduate Program Director of each department and Assistant/Associate Dean for Graduate Programs, Assistant/Associate Dean for Academic Affairs and a Representative from the Office of Assessment" to "Ex-officio members: Assistant/Associate Dean for Graduate Programs, Assistant/Associate Dean for Academic Affairs and a Representative from the Office of Assessment". **4.7.b (2)** Changed from "Three faculty members from each department as described in the general guidelines for committees" to "Excluding the chair, the committee membership shall consist of two members from Pharmacological and Pharmaceutical Sciences (PPS), two from Pharmacy Practice and Translational Research (PPTR), and one from Pharmaceutical Health Outcomes Policy (PHOP) appointed by each Departmental Chair." **4.12.b.(1)** Changed from "two year term" to "three year term"
	09/08/15	Adopted
	09/20/16	Revised: 2.3.a. Staff Advisory Council. Changed from "Duties and Responsibilities. The Council shall serve as an advisory body to the Dean. The Council shall meet at least once each semester during the academic year to discuss matters brought forth by the staff. The Chair shall be an ex-officio member of the Faculty Advisory Council." To "Duties and Responsibilities. The Council shall serve as an advisory body to the Dean. The Council shall meet at least once each semester during the academic year to discuss matters brought forth by the staff. **The Council shall provide 3 professional development events in each Calendar year.** The Chair shall be an ex-officio member of the Faculty Advisory Council." 4.5.b (2) Graduate Studies Committee. Membership. Changed from "One faculty member from each graduate program will be elected annually by program faculty." To "One faculty member from each graduate program will be elected for a **three year term** by program faculty." 4.6.b. Information Technology Committee Membership. Add the Manager of Classroom Technologies to the Committee membership. 4.7.a.(1) PharmD. Admissions and Progressions Committee. Duties and Responsibilities. Changed from "Review application material from all prospective students and make recommendations to the Associate Dean for Academic Affairs as to the admission of the candidates to the professional program." To "Review application material from all prospective students and make recommendations to the **Assistant Dean for Student and Professional Affairs** as to the admission of the candidates to the professional program." 4.81b (5) Membership. Ex-officio members. Removed Associate Dean of Operations. Replaced Manager of College information Services with Manager of Classroom Technologies.
	04/04/2017	Revised: Additional wording added to 4.10.b(2) The student representatives shall serve for one year with possible reappointment for additional years. The student shall vote only on issues involving general scholarship policies. The student representative shall be excused when the Committee deals with matters in which students receive merit-based or need-based scholarships and anything that requires access to students' personal information such as grades and financial aid. The student representatives can attend meetings dealing with student grievances and vote on those issues. Additional wording added to 4.10.b(3) The alumni shall have voting privileges.
	09/15/2017	Housekeeping updates to reflect consistency within the College with the current titles of individuals and/or new positions of people responsible for making these changes. They also reflect the role of the new director of the Co-Curriculum position.

	04/27/2018	Revised: All updates are as a result of requirements made by the adoption and implementation of the new UH PE-NTT policy 1.5.a. Wording added. Governing procedures for the selection, tenure, review, and retention of department chairs. 3.1. Wording added. Definitions of various classes of benefits-eligible faculty members. NTT faculty in PE positions changed to PE-NTT faculty. 3.1.d new section added. Delineation of faculty responsibilities in the areas of work load and space allocation. Links to department specific documents will be provided in the final version. Add the policy MAPP link to the bylaws. 3.1.e. Wording added. promotion eligible tenure track and PE-NTT faculty to statement. 4.1.1 and 4.1.2: Wording added. The selection process, composition, responsibilities, and list of departmental and college standing committees. 4.5.a (9). Wording added to Graduate Studies Committee. A statement that faculty identifies the standards for student admissions, grading, and candidacy for graduate study. 4.12.a (3) Wording added. appointment, reappointment and promotion. 5.2 Statement added to address faculty inclusion in ACPE self-study accreditation process.
	9/14/2018	Housekeeping updates to reflect consistency within the College with the current titles of departments (CA to PPTR) and/or new positions created (Director of Information Technology Resources and Assistant Dean for the Rio Grande Valley. In addition, the revised wording in 4.8.a.(2) was developed with the purpose of broadening input from a variety of stakeholders in developing and maintaining the curriculum; the wording changes were a charge from the university based upon the NTT-Associated policy changes. A statement that faculty are responsible for developing the curriculum, establishing guides for the curriculum, evaluation of the course syllabi, and determining its effectiveness within the College.
	5/17/2019	4.1.b.(3) An alternate student member was added to ensure a student's perspective is present during the Assessment Committee meeting. The student representative has only one vote. Added 4.9.b. (3) Two student representatives (in good standing) from the second year class or later shall be selected each year. Students shall be appointed by the Dean from a pool of candidates submitted by the Pharmacy Council. The students shall be excused when the committee discusses preceptor performance or site performance. The student representatives shall serve for one year with possible reappointment for one additional year. 4.8.b (5) – added the Director of Co-Curriculum to the Ex-officio members to make sure the curriculum and co-curriculum are in alignment.
	10/25/2019	Almost all changes made today are a result of title changes and updating hyperlinks. 1.2. Associate Deans: The Dean shall create associate dean positions of the College, and the individuals appointed as associate deans shall serve at the discretion of the Dean. The current associate deans of the College include the Executive Associate Dean, Associate Dean for Research and Graduate Programs and the Associate Dean for Academic Affairs.- **Summary and Justification:** Dean changed the name of the position, formerly Executive Vice Dean for Research. No change in previous job description/responsibilities. 1.3 **The Associate Dean for Research and Graduate Programs:** The Dean appoints the Associate Dean for Research and Graduate Programs who shall serve at the discretion of the Dean. The Associate Dean for Research and Graduate Programs shall strive to optimize the research environment within the College to increase research productivity, external funding, and collaborative research programs. The Dean shall review the Associate Dean for Research and Graduate Programs yearly and every three years, with input from the College faculty, staff and committees that

report to the Associate Dean for Research and Graduate Programs. A detailed job description for the Associate Dean for Research and Graduate Programs can be found on the College of Pharmacy website. - **Summary and Justification:** Dean changed the name of the position, formerly Executive Vice Dean for Research. No change in previous job description/responsibilities.

1.5 Department Chairs: - 1.5.a. Departments. The three departments of the College are 1) Pharmacological and Pharmaceutical

Sciences, 2) Pharmacy Practice and Translational Research and 3) Pharmaceutical Health Outcomes and Policy. Procedures for the selection, tenure, review, and retention of department chairs will generally follow accepted University procedures, as described by http://www.uh.edu/provost/policies-resources/faculty/resources/dept-chair-roles/. - **Summary and Justification:** Hyperlink corrected.

1.6.c. Duties and Responsibilities. The Assistant Chairs will assume administrative responsibilities

deemed appropriate by the Chair and will assume the responsibilities of Chair in the Chair's absence. Detailed job descriptions for the Assistant Department Chairs can be found on the College of Pharmacy website. - **Summary and Justification:** Insertion of same line as is included for all admin staff duties and responsibilities sections in the bylaws.

1.6. **Executive Director of Business Operations:** The Dean shall appoint the College**'s** Executive Director of Business Operations. The Executive Director of Business Operations shall manage the administrative, financial and budgetary operations of the College, including university and internal accounting; reporting processes; human resources; payroll; employee services and other duties assigned by the Dean. A detailed job description for the Executive Director of Business Operations can be found on the College of Pharmacy website. - **Summary and Justification:** University job title change.

2.1 **Executive Council:** The Executive Council serves in an advisory capacity to the Dean, and shall be composed of all Deans, Department Chairs and Assistant Department Chairs. Ex officio members of the Executive Council are: Chair of the Faculty Advisory Council; Chair of the Staff Advisory Council; Executive Director of College Business Operations; Directors of Development, Assessment and Accreditation, Co-Curriculum, Information Technology and Resources, and Faculty Development and the Communications Manager. - **Summary and Justification:** Assistant Department Chairs have been part of the ECL since Dean Pritchard arrived in 2009. Housekeeping edits to reflect how things are being done.

3.1.d Delineation of faculty responsibilities in the areas of work load and space allocation. Faculty

workload requirements generally follow approved guidelines as outlined in the Faculty Handbook file:///C:/Users/asmesny/Downloads/2019%20Faculty%20Handbook.pdf and University MAPP policy (http://www.uh.edu/af/universityservices/policies/mapp/). Tenured or tenure-track faculty members are expected to engage in teaching, research/scholarship and service, whereas non-tenure track faculty members are expected to expend the majority of their effort within the domain in which they were hired. In the case of tenured and tenure-track faculty members, total effort is usually distributed across the three domains of teaching, research/ scholarship, and service. For non-tenure track faculty, the majority of effort is usually expended within the domain in which they were hired with any remaining effort distributed across the other domains. Specific approaches to describing Departmental workload and space allocation policies are hosted on the College's Sharepoint Site: https://uofh.sharepoint.com/sites/pharmacy/SitePages/Home.aspx). - **Summary and Justification:** Updated two hyperlinks.

		4.5.a. (3) Make recommendations to the Assistant Dean for Graduate Programs for awarding merit-based grants to graduate students. - **Summary and Justification:** Correcting a mistake. (3) Ex-officio member: The Associate Dean for Research and Graduate Programs and the Assistant Dean of Graduate Programs. 4.13.c The Committee shall report to the Associate Dean for Research and Graduate Programs at least once each semester during the academic year. - **Summary and Justification:** Title change from Executive Vice Dean for Research to Associate Dean for Research and Graduate Programs. 4.14.b. (6) Executive Director of College Business Operations. - **Summary and Justification:** - Title changes: include Exec Vice Dean as Assoc Dean now and Director of Business Operations title change to Executive Director of Business Operations
	03/07/2022	Revised: All updates are the result of faculty votes brought forth from the Grievance Committee. 4.4.b (2) Wording changed from: Tenured faculty members elected from each department. **Justification**: This change allows for NTT faculty to be appointed to the Grievance Committee and ensure that clinical faculty are represented. 4. Standing Committees: Wording changed from: The term of each member will be three years and terms will be staggered so that only one committee member rotates off each year. Committee members/chairs shall serve no more than one term on the same committee. The chairs of the committees shall be appointed by the Dean after recommendation by the Executive Council, and will serve a term of three years. Exceptions to these general guidelines are noted under each relevant committee section. **Justification:** this change moved the by-laws in line with what the normal practice has been over the years. The faculty felt that the principle of not serving consecutive terms was important; however, they acknowledged that there are times when exceptions to this principle need to be made. 4. Standing Committees: No previous wording. Include wording stating that newly elected committee members' duties begin the first day of September of the election year. **Justification:** This has been the process and the inferred date for some time; however, this gives clarity to when the new committee members' duties and responsibilities begin.