

The Ernest Mario School of Pharmacy
By - Laws

Effective July 1, 2001

BY-LAWS OF THE FACULTY OF THE RUTGERS COLLEGE OF PHARMACY

Article I. Preamble

These By-Laws, prepared and adopted by the Faculty of the College of Pharmacy, effective July 1, 2001, and any subsequently adopted changes and amendments, are intended to govern the affairs of the College in accordance with the several articles that follow. These provisions shall not be suspended except by the way of the amending procedure specified in Article X. The By-Laws, and any amendments thereto, shall be consistent with all currently applicable sections of University Regulations. In the event of any conflict or inconsistency, the University Regulations shall prevail.

The College of Pharmacy shall include the following academic departments and subdivisions: Pharmacy Practice and Administration, Pharmaceutical Chemistry, Chemical Biology, Pharmacology and Toxicology, and Pharmaceutics. (Univ. Reg. 106, p. 50.1a)

Article II. Faculty Membership

A. Members of the Faculty of the College of Pharmacy shall include:

1. The President and/or University Vice President for Academic Affairs of the University.
2. The Dean of the College and other Deans, Associate and Assistant Deans of the College.
3. Professors, Associate Professors, Assistant Professors, Instructors, and equivalent ranks of Clinical Faculty and Research Faculty.
4. Such other officers of the University as the Faculty may designate.
5. Visiting and Adjunct, Lecturers, and Professors Emeriti.

B. Voting Members of the Faculty

Voting Members of the College of Pharmacy Faculty shall include those members who occupy fifty percent (50%) or more of a faculty line in the College (including faculty members on leave) at the rank of Professor, Associate Professor, Assistant Professor, or equivalent ranks of Clinical Faculty and Research Faculty.

Article III. Officers of the College

A. Dean

As provided in University Regulation 2.41, the Dean shall be the principal officer of the College and shall lead the faculty and staff in the creation of effective programs of instruction, research, service, and student development.

B. Associate and/or Assistant Dean

The appointment of such assistant and/or associate deans by the Dean with such assistance and advice as he may seek. The duties and responsibilities of associate and assistant deans shall be those delegated by the Dean.

C. Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty for a term of one year and shall be eligible to succeed him or her self at the pleasure of the Faculty. The duties of the Secretary shall be to keep a record of all actions taken by the faculty, distribute a copy of the minutes of faculty meetings to each faculty members, to the Secretary of the University, and to such administrative offices of the University as may be indicated, to maintain an up-to-date copy of faculty By-Laws and University Regulations, and to handle all pertinent faculty correspondence.

Article IV. Duties and Powers of the Faculty

Under the President, the Faculty shall have jurisdiction over academic matters within the College of Pharmacy as follows:

- A. Establishing the requirements necessary for admission into the College.
- B. Establishing the requisite curriculum for its academic work and providing a schedule of classes.
- C. Encouraging the research work of the faculty members and of students.
- D. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, honors in courses, and other appropriate matters.
- E. Fixing the requirements for degrees.
- F. Recommending through the President to the Board of Governors those candidates who have fulfilled the degree requirements.
- G. Adopting regulations governing its own procedures.

Article V. Meetings of the Faculty

A. Regular Meetings

At least one regular meeting of the faculty shall be held each semester at the call of the Dean. The tentative agenda for the meeting shall be distributed not later than one week prior to the meeting date.

B. Special Meetings

Special meetings of the Faculty may be held at the call of the President, the Dean or 25% of the faculty members. Such meetings shall be called to deal with a particular topic and the call for the meeting will indicate the reason for the meeting. The notice of the meeting will be distributed as far in advance of the meeting as is practical, and not less than 24 hours.

C. Quorum

A Quorum shall consist of fifty (50) percent of the voting members of the Faculty for the current year.

D. Conduct of Meetings

1. Presiding Officer

The dean shall normally preside at all meetings of the Faculty unless the President, the University Vice-President for Academic Affairs is present and wishes to preside.

2. Order of Business

The Dean shall set the agenda for all meetings in keeping with the business at hand.

3. Rules of Order

a. Roberts' Rules of Order shall govern.

b. Any question regarding procedure shall be referred to the Rules of Procedure Committee. Their ruling shall be final.

c. Resolutions, reports, and motions that commit the Faculty to any policy position or curriculum change must be submitted to the Secretary of the Faculty in sufficient time so that copies can be distributed to each member of the Faculty at least seven calendar days before the meeting

at which action is contemplated.

- d. Motions and resolutions involving policy and curriculum changes that have not been circulated in written form seven days prior to the meeting may be presented at the meeting with common consent of the faculty for debate only. Action must be deferred until the next regular meeting of the Faculty or voted upon by mail ballot.
- e. The Business of the Faculty will be transacted by a majority or plurality vote.
- f. A mail ballot shall be ordered on any questions, before the final vote shall have been taken, at the request of one-third (1/3) of the voting members present. A motion requesting a mail ballot shall take precedence over a call for a question.

Article VI. Committees of the Faculty

A. Structure

1. Standing Committees

There shall be standing committees of the Faculty as specified in Section B below.

2. Select Committees

The Dean may at any time establish committees ad hoc for specific purposes..

3. Membership

- a. The Dean shall prepare annually a roster of appointed members of standing committees and distribute the list to all voting Faculty members. The newly appointed committees shall become operative with the beginning of the academic year.
- b. Both appointed and elected members shall be members of the Faculty. Except as otherwise directed in the By-Laws all Faculty are eligible for Committee membership. The Dean may appoint, or the Faculty may elect, other persons as ex officio members.

- c. All student members shall be students in the College of Pharmacy and shall have voting rights. Students shall not have access to faculty or student records.
- d. At least sixty (60) percent of the membership of each committee shall consist of voting faculty members. (The minority Concerns Committee is an exception to this).

4. Terms of Service

Members of committees should not normally be appointed, or elected, to the same committee for longer than three consecutive years. However, an effort should be made to insure continuity in each committee's work.

5. Ex Officio Membership

All members of committees serving ex officio shall be nonvoting members.

6. Officers

The Dean shall designate the chairperson of all appointed committees. Committees with elected membership will elect their own chairperson at the first meeting of the committee called by the appointed chairperson pro tem.

7. Records and Reporting

The official records of each committee except as noted below shall consist of the report presented to the Faculty Minutes. The records of the Committee on Appointments and Promotions and the Committee of Review are confidential and shall be for the use of the Dean and the Committee only. These shall be submitted to the Dean and no committee member shall retain a copy of such reports. Each committee is expected to report at least annually to the Faculty and/or to the Dean.

B. Standing College Committees

1. Budget and Policy Committee

a. Membership

The Dean or the Dean's designate, the Chairman of each Department, and the Graduate Directors.

b. Responsibilities

- (1) To advise the Dean on all policy matters of importance to the College including program priorities in the area of faculty line assignments, teaching, research and service in relation to the resources allocated to the College and on long range planning (three to five years) in these areas.
- (2) To serve as an effective leadership team for the College.
- (3) To meet at least once each semester.

2. Space and Physical Resources Committee

a. Membership

A representative selected by the chairman of each Department.

b. Responsibilities

- (1) To study the optimal utilization of space in the College and recommend any changes in current and future utilization and needs to the Dean.
- (2) To establish suitable requirements and specifications for animal facilities in terms of immediate and long range needs of the College.
- (3) Nothing in this section shall abrogate the duties or responsibilities of the Dean or department chairpersons as detailed elsewhere.

3. Admissions Committee

a. Membership

Associate Dean (Chairperson), five appointed faculty members, and two students.

b. Responsibilities

- (1) To provide communications regarding requirements, standards, policies, and goals for admission taking into account the number of available spaces in the different class years.

- (2) To plan, review, and generally supervise recruitment activities of the College.
- (3) The Chairperson shall review all transfer applications and make recommendations on placement within the curriculum. Any questionable applications shall be referred to the Committee.
- (4) There will be a separate committee with the responsibility for admissions into the non-traditional (post-baccalaureate) Pharm.D. Program.

4. Advisory Committee on Appointments and Promotions

a. Membership

The Dean shall appoint four to six tenured faculty members from the College of Pharmacy, and the Dean shall have the option of including on the Committee one or more faculty members from other units of the University. A member of an Advisory Committee on Appointments and Promotion shall not participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own.

b. Responsibilities

The duties of an Advisory Committee on Appointments and Promotion shall be to advise the Dean of the College as to appointments, reappointments, promotions, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the Committee will also be forwarded by the Dean to the University Vice-President for Academic Affairs. The Committee may also on its own initiative make suggestions as to personal matters to administrative officers.

5. Curriculum, Educational Goals and Outcomes Assessment Committee

a. Membership

One member and one alternate member will be appointed from each Department in the College. The Dean will name a Chairperson.

b. Responsibilities

- (1) To evaluate Pharmacy education in the preclinical and clinical segments of the curriculum of the College.
- (2) To evaluate the quality of teaching by the faculty.
- (3) To conduct evaluations of the outcomes of the educational program at each stage of the curriculum, both preclinical and clinical, and on post graduate performance of Rutgers-trained pharmacists.
- (4) To study proposals of new courses for content, relevance, and impact on the curriculum and to make recommendations to the faculty regarding their inclusion in the curriculum.

6. Library Computer, and Instructional Technology Committee

a. Membership

Four appointed Faculty members and two students from the 5th or 6th year classes.

b. Responsibilities

- (1) To advise the Library on policies and practices relating to the needs and interests of Faculty.
- (2) To serve as a mechanism for addressing library-related needs of Faculty and students.
- (3) To initiate requests for acquisitions of new collections, journals, books, etc., peculiar to Pharmacy.
- (4) To make recommendations on the use of and need for electronic educational resources and communications.
- (5) To provide liaison with the University Learning Resource Center and Teaching Excellence Center.

7. Rules of Procedure Committee

a. Membership

The two elected full Professors of the Committee of Review

b. Responsibilities

- (1) To keep the By-Laws current by review and recommending changes as indicated.
- (2) To interpret the By-Laws in cases where they are found ambiguous.
- (3) To rule on questions of procedure.

8. Scholastic Standing Committee

a. Membership

Six faculty members who teach courses in the professional years of the curriculum plus the following *ex officio* members: the Associate Dean, the Assistant Dean of Academic and Computing Services, and the Assistant Dean for Student Development. Faculty members shall serve terms of four years, with a turnover of 1-2 members per year. The Dean will appoint a Chairperson. Any member may be reappointed to additional terms at the discretion of the Dean. The Associate Dean and Assistant Dean of Academic and Computing Services will keep committee records and implement the decisions and policies of the committee.

b. Responsibilities

- (1) To recommend standards of academic achievement for graduation, honors, probation, dismissal, etc.
- (2) To review the records of all students who fail to meet the minimum established standards at the end of each semester and to recommend appropriate action for faculty ratification.
- (3) To recommend specified programs for students who are in academic difficulty.
- (4) To review each application for readmission and recommend appropriate action to the Faculty.
- (5) To review applicants for reentry and recommend appropriate

action to the Faculty.

9. Committee on Minority Concerns

a. Membership

Three Faculty members, one staff member, and one minority student from each of the professional years of the curriculum.

b. Responsibilities

- (1) To consult with and advise the College Faculty and Administration on matters relating to the recruitment and retention of minority students.
- (2) To consult with and advise the College Faculty and Administration on the recruitment and retention of minority faculty.
- (3) To develop ways to sensitize faculty and students of the College of Pharmacy to needs of minority students in the academic and student life areas.
- (4) To encourage the participation of the minority students of the College of Pharmacy in the full range of student activities.
- (5) To bring to the attention of the whole College of Pharmacy community the fact that our interactions with persons of diverse racial, ethnic, social, cultural and economic backgrounds can be an extremely valuable means of fostering the qualities of tolerance, compassion and empathy which pharmacists very much need in their dealings with people.

10. Honors Program Committee

a. Membership

Representatives from each of the 5 departments within the College of Pharmacy will be appointed by the Dean.

b. Responsibilities

The committee will invite eligible second and third year students to participate in the program. The committee will monitor student progress and be responsible for reviewing and approving the research theses from students within the program. The chairman of the committee will provide the Dean with a written accountability report

reviewing the performance of the Honors program.

Article VII. Representatives and Delegates

A. University Senate

1. Membership

The allocated number of faculty delegate(s) of professorial rank shall be elected for a two-year term to represent the Faculty in the University Senate.

2. Responsibilities

The delegate(s) shall report all Senate actions to the Faculty on a regular basis, determine the opinion of the Faculty on questions before the Senate, and represent the Faculty at all Senate meetings.

B. New Brunswick Faculty Council

1. Membership

The allocated number of delegates of professorial rank shall be elected for a two-year term to represent the faculty in the New Brunswick Faculty Council.

2. Responsibilities

The delegates shall report all New Brunswick faculty Council actions to the faculty on a regular basis, determine the opinion of the faculty on questions before the New Brunswick Faculty Council, and represent the Faculty at all New Brunswick faculty Council meetings.

C. New Jersey State Board Committee on Internship

1. Membership

One representative from the Pharmacy Practice area, along with the Dean of the College shall be appointed each year.

2. Responsibilities

To represent the Faculty and to act in the role of liaison between the Faculty and the Board of Pharmacy.

Article VIII. Departments

- A. The departments and divisions of the College shall be (Univ. Reg. 1.06, p. 50. 1a):
1. Pharmacy Practice and Administration
 2. Pharmaceutical Chemistry
 3. Chemical Biology
 4. Pharmacology and Toxicology
 5. Pharmaceutics
- B. Any addition or deletion from the above shall be made in accordance with Article X.
- C. Membership

The members of a department or division shall be members of the Faculty with rank of instructor, or its equivalent or above who teach in or are specialists in the particular disciplinary areas of the department or division.

- D. Chairperson (Univ. Reg. 2.51 . 50.7)

There shall be a department chairperson for each department or division appointed by the Dean. Whenever any department or division shall include three or more members of the rank of associate professor or professor, the members above the rank of instructor who are in their second or subsequent semester of service in the department shall by ballot nominate to the Dean one of the professors or associate professors for appointment as department chairperson when a vacancy shall occur.

1. Terms of Office

A chairperson should serve at least three years, but not more than five years.

2. Responsibilities (Univ. Reg. 2.52, p. 50.7)

Under the Dean of the College, it shall be the duty of a department chairperson to have general administrative responsibility for the program of the department; to plan with the members of the department a progressive program for the department; to evaluate continuously the instruction, research, and administrative processes of the department, and make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report the evaluations as required; on consultation with the members of the department on indefinite tenure to recommend appointments, promotions, non-reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; to appoint on an annual basis course coordinators who would assume responsibility for coordination and continuity in instruction, and generally to promote the effectiveness of the department, College, and University by every appropriate means.

3. Eligibility to Serve as Chairperson

Any tenured member of the department or division who is an associate or full professor is eligible to serve as chairperson.

4. Acting Chairperson

If a chairperson is absent, the Dean shall appoint an acting chairperson to replace him/her.

E. Vice Chairperson

The Department Chairperson may appoint a Vice Chairperson with the approval of the Dean.

Article IX. Requirements for a Degree

The faculty shall prescribe degree requirements for students in the College. No changes in degree requirements may be implemented for a particular class, if such changes will delay the graduation of a student who is continuously registered and making normal progress towards completing degree requirements, or if such change substantially alters the sequence of courses so as to impose an overload or undue hardship on students. In general, a student is guaranteed the right to graduate under the requirements in effect at the time of his/her admission.

Article X. Amendments

Amendments may be initiated by the Rules of Procedure Committee, or by any voting member of the Faculty of the College who submits a proposed amendment in writing to the Committee. "The Committee, through the Secretary, shall distribute to the Faculty copies of any submitted or internally-generated proposed amendments at the next regular Faculty meeting subsequent to the receipt of such proposals." The Committee shall then have up to two months to study such proposal and shall report at the next regular Faculty meeting occurring after this period. Amendments to these By-laws may be considered at any regular meeting of the Faculty provided that written text of the amendment has been sent by the Secretary to each member at least two weeks before such meeting.

An amendment is adopted and becomes a permanent part of the By-laws by an affirmative vote of a majority of the faculty by mail ballot submitted to all eligible voting members.

Article XI. Status of By-Laws

These By-laws shall become permanent upon adoption by an affirmative vote of a majority of the faculty by mail ballot submitted to all eligible voting members.