BYLAWS
THE UNIVERSITY OF GEORGIA
COLLEGE OF PHARMACY

Preamble

The purpose of the Bylaws is to establish the framework for the faculty to participate in academic and other business decision-making processes of the College of Pharmacy. In pursuit of the mission of the College of Pharmacy and the spirit of cooperation and open communication, faculty are encouraged to offer comments, suggestions, criticisms, objections or otherwise participate in the decision making process.

Article I:
Function, Faculty Membership, Organizational Officers and Governance

Section A. Function of the Faculty
The Faculty of the College of Pharmacy shall be responsible for the governance of its affairs including, but not restricted to, student policies, curricular matters, faculty promotion and tenure policies, and such operational policies as may be specified by the Bylaws.

Section B. Membership
All persons with academic, research or public service rank, holding a contractual appointment in an Academic Department or Division with the University of Georgia College of Pharmacy shall be considered members of the faculty of the College of Pharmacy. Regular full-time faculty members (probationary, tenured, clinical, public service, and academic professional) have full voting privileges in their respective departments, academic units and at meetings of the faculty. Such voting rights continue when the faculty member is on sabbatical leave, leave without pay, when teaching a reduced load or while on any other authorized leave. Temporary and part-time faculty members have no vote on personnel matters (e.g. promotion and tenure, sabbatical and judicial committee selections) or in the election of a department or division chairperson. However, part-time (at least 50% FTE) and temporary faculty have full voting privileges in all faculty matters not related to personnel issues. The Faculty Council may grant voting privileges to faculty who are less than 50% FTE upon petition by the faculty member.

Section C. Dean of the College of Pharmacy
The Dean of the College of Pharmacy is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed toward the successful completion of the role and mission of the College of Pharmacy. The Dean of the College of Pharmacy is appointed by and serves at the discretion of the President and Provost of the University of Georgia.

Section D. Administration of the College of Pharmacy
The Dean of the College of Pharmacy shall be assisted by other faculty and staff members who have been appointed to administer specific functions. These positions include: (1) Associate/Assistant Deans, (2) Business Manager, (3) Department and Associate Department Heads, and (4) other program administrators who may be appointed as Directors or Coordinators. Faculty and Staff administrators are appointed by and serve at the discretion of the Dean. Department Heads are appointed according to the Statutes of the University of Georgia and hold office at the pleasure of the President.
Section E. Meetings of the Faculty

Meetings of the faculty shall be convened at least once each semester. Additional meetings of the faculty may be convened at the discretion of the Dean, or shall be called upon receipt by the Dean of a signed petition from twenty percent (20%) of the faculty. Notice of such meetings must be announced no later than five working days after receipt of the petition.

A quorum for faculty meetings will be a simple majority of those eligible to vote. College business cannot be conducted if a quorum is called and found lacking. All actions of the faculty to change the Bylaws shall require an affirmative vote by a two-thirds majority of those present and voting. All other actions of the faculty shall require an affirmative vote by a simple majority of the voting members present.

Department Heads are to hold departmental meetings at least once each semester and/or more frequently as is required to properly conduct the business of the department. A Departmental Scribe, who may be appointed or elected by the department, shall take minutes of such meetings. Minutes shall be duly prepared, recorded and distributed to the departmental faculty. Voting may be conducted by absentee ballot, email, or secret ballot when required.

The Chairperson of the Faculty Council shall preside over all meetings of the College of Pharmacy faculty or, in his/her absence, by another member of the faculty council designated by the Dean. Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings, except as otherwise specified in the Bylaws. The Faculty shall elect a Parliamentarian and a Secretary. The Secretary will also serve as Chair-elect of the Faculty Council. At the last faculty meeting of the spring semester, the Chair of the Faculty Council shall present one or more nominees for the office of (1) Faculty Secretary and (2) Parliamentarian for the upcoming academic year. Additional nominations may be received from the floor.

The faculty secretary shall attend all faculty meetings and take minutes that will be given to the chair of the faculty council who will distribute them. In the event the secretary cannot attend the faculty meeting, the secretary shall notify the chair of the faculty council who will appoint a faculty council member temporary secretary.

The Dean and Faculty Council Chair shall prepare an agenda for each Faculty Meeting. Other Standing Committees as outlined in Article II may forward additional items. The Faculty Secretary shall prepare and distribute to the faculty: (1) an Agenda, at least five working days prior to the next scheduled faculty meeting, and (2) Minutes, within five working days after each faculty meeting during the academic year. Additional agenda items, defined as cause for concern for a faculty member(s), may be placed on the Faculty Meeting Agenda upon presenting a signed, written presentation, supported and signed by at least twenty percent (20%) of the faculty, to the Faculty Secretary, at least five days prior to the meeting date.

Section F. Executive Committee of the College of Pharmacy

The Dean, Associate/Assistant Deans, and Academic Department Heads, and other unit administrators shall constitute the Executive Committee of the College of Pharmacy. The Chairperson of this committee shall be the Dean. The description of this committee is found in Article II of these Bylaws. Summary of the Executive Meetings shall be kept and copies provided to all members of the faculty via e-mail.
Section G. Amendments
Amendments to the Bylaws shall be presented in writing, to each member of the faculty, at least ten working days prior to the next scheduled faculty meeting, as a "discussion" item, and then at the following meeting as a "voting" item. To be adopted, amendments to the Bylaws shall require an affirmative vote by a two-thirds majority of eligible members present and voting.

Article II:
Committees

Section A: Enumeration and Classification of Committees
1. The College of Pharmacy Classification of Committees
   a. Executive Committee
   b. Faculty Council
   c. Academic and Professionalism Committee
   d. Admissions Committee
   e. Assessment Committee
   f. College Promotion and Tenure Committee
   g. Computer and Technology Committee
   h. Continuing Education Committee
   i. Curriculum Committee
   j. Diversity and Multiculturalism Committee
   k. Facilities and Safety Committee
   l. Faculty Awards Committee
   m. Graduate Education Committee
   n. Scholarship and Awards Committee
   o. Student Wellness Committee
2. Special committees (ad hoc) that the Dean, Executive Committee or faculty deem appropriate shall be created from time to time.
3. The Dean shall have the responsibility for maintaining a list of faculty appointments to committees. The Dean shall appoint the membership to committees, unless otherwise specified in committee descriptions, at the recommendation of the Faculty Council and Executive Committee.
4. The Chairperson of each committee shall be elected by that committee from among committee members in May of each year. A committee member may serve as chairperson no longer than two consecutive years. The chairperson shall call the first committee meeting, which shall include new committee members in August of the new academic year.
5. If a standing committee fails to elect a chair at the last meeting of the academic year, the Chair from the previous year or, if the former Chair is retiring or leaving the College, a temporary Chair appointed by the Dean will call the first meeting of the academic year no later than August 31st. At this meeting, the committee will attempt to elect a Chair from among the committee members. If the committee fails to elect a Chair, the Dean will appoint a Chair from among the committee members.
6. Committees shall meet regularly to conduct such business as necessary to fulfill their charge. In issues requiring committee approval and vote, the Chair will abstain except to break a tie. Substitutes may attend committee meetings in the absence of the committee member with the exception of the Promotion and Tenure Committee.
Section B: Description of Committees

1. Executive Committee
   a. Composition
      i. The Dean, as the Chairperson of the Committee;
      ii. The Department Head;
      iii. Associate Department Heads;
      iv. Associate and Assistant Deans;
      v. Chair of the Faculty Council; and
      vi. Others as appointed by the Dean.
   b. Functions
      i. To serve as an advisory committee to the Dean regarding matters
         of College policy and special initiatives;
      ii. To plan, develop, coordinate, monitor and control ongoing activities
         and programs of the College of Pharmacy; and
      iii. To review College budget and provide recommendations to the Dean
         on resource allocation.

2. Faculty Council
   a. Composition
      i. One Assistant Professor or Assistant Clinical Professor; one Associate Professor or
         Associate Clinical Professor; and one Professor or Clinical Professor from each
         Department;
      ii. Two faculty members from the Public Service Faculty;
      iii. Two faculty members selected from the College at-large; and
      iv. Dean and Associate Dean as nonvoting, ex-officio members.
   b. Process
      i. The Office of the Dean will conduct a secure election for the two at-large members
         during April as required. The Office of the Dean will inform the Departments of the
         outcomes of the election;
      ii. The Departments will conduct an election during May to select the
         departmental representatives including the at-large members and the
         representatives to the Executive Committee;
      iii. The results of the election will be reported to the Faculty Council;
      iv. All members shall serve three year terms; and
      v. The chair-elect is elected by the council at the first meeting of each academic year.
   c. Functions
      i. The chair, in cooperation with the Dean will call and conduct faculty
         meetings;
      ii. The chair-elect, with administrative support, will maintain the minutes of the council
         and faculty meetings;
      iii. Shall be responsible for maintaining By-Laws;
      iv. Shall be responsible for maintaining the Policies and Procedures;
      v. To promote faculty collegiality;
      vi. To serve as advisory council to the Dean and as a conduit of information exchange
         between the Dean and faculty;
      vii. May grant voting privileges to faculty who are less than 50% time upon petition
         by the faculty member;
viii. To act for the Faculty as a whole when quick response is required;
ix. To post minutes from meetings on the College Web site for a period of at least six (6) years;
x. To receive reports from University Council Representatives on all pending actions that require faculty input; and
xi. To receive reports from other College committees, when appropriate.

3. **Academic and Professionalism Committee**
   a. Composition
      i. Three faculty members from each academic department (CAP and PBS) and one from either Continuing Education and Outreach or the Experience Programs will be appointed by the Dean and will serve for 3 years;
      ii. The Associate Dean will be a non-voting, ex-officio member; and
      iii. For matters relating to professional competency and conduct, three professional students in good academic standing will be appointed by the Dean to serve for a 1 year period.
   b. Functions
      i. To hear and act on student issues related to progression, professionalism, and readmissions.
      ii. To hear and act on issues regarding professional competency and conduct;
      iii. To act on appeals from students requesting waiver of pre-requisite or co-requisites of courses. This includes students with prior course work in a particular area;
      iv. To act in an advisory capacity to the Associate Dean in matters involving student academic performance and professional behavior, and
      v. To report decisions to the Associate Dean.

4. **Admissions Committee**
   a. Composition
      i. At least six (6) voting members from the faculty who are appointed by the Dean for a term of 3 years;
      ii. One alumni voting member selected by the Dean;
      iii. Three nonvoting professional pharmacy students, one in each of the first three years of the professional program, who will be appointed by the Dean each year;
      iv. The Assistant Dean for Student Affairs is an ex-officio nonvoting member; and
      v. Additional faculty and/or alumni as needed to assist in the interview process upon the request of the committee. These faculty/alumni will be "interviewing members" and, as such, will participate in evaluating students and assigning an interview score.
   b. Functions
      i. To develop and implement criteria to admit the most qualified applicants;
      ii. To collect and organize information from applicants;
      iii. To interview applicants;
      iv. To report admissions decisions to the Dean;
      v. To communicate admission status to prospective pharmacy students; and
      vi. To submit a summary of the admission process to the faculty, i.e., number of applicants, average GPA, PCAT scores, and the number of applicants accepted into the College.
5. **Assessment Committee:**
   a. **Composition**
      i. Seven (7) voting members of the faculty who are appointed by the Dean for a 3 year term; two faculty members from each academic department (CAP and PBS), two faculty members from the Division of Experience Programs, and one faculty member from the Division of Non-traditional Education and Outreach;
      ii. The Chair will be selected by current committee members or appointed by the Dean only after a committee member is not successfully selected by the committee;
      iii. Two professional students, in good academic standing will be appointed by the Dean to serve for 1 year;
      iv. The College of Pharmacy Director of Assessment will be a non-voting, ex-officio member; and
      v. The Curriculum Committee Chair or their designee will serve as a nonvoting, ex-officio member to ensure flow of information between committees.
   b. **Functions**
      i. Administer and assess results of internal and external assessment instruments/surveys to professional degree program students;
      ii. Prepare an annual report of assessment of the professional degree program curriculum.

6. **College Promotion and Tenure Committee**
   a. **Composition**
      i. The Promotion and Tenure Committee for the College of Pharmacy shall be appointed by the Dean at the beginning of each academic year;
      ii. Committee membership will consist of four tenured faculty at the professorial level from each department and one faculty member at the professorial level from a closely related unit outside the College of Pharmacy;
      iii. Faculty on this committee will not take part in discussion or deliberation on a candidate from their home department nor will they vote at the college level;
      iv. The Dean shall call to order the meeting of the Promotion and Tenure Committees and shall preside over the election of a chairperson;
      v. The Chair shall conduct the meetings in accordance with current University of Georgia Guidelines on Promotion and Tenure;
      vi. The Dean shall appoint a Clinical Track faculty member at the rank of Clinical Professor or at a rank, at or higher than the rank that candidate(s) is/are being considered for as an Ad-Hoc (non-voting) member of the College Promotion and Tenure Committee to assist the committee in the evaluation of Clinical Track faculty seeking promotion; and
      vii. The Dean or his/her representative shall be an ex-officio nonvoting member.
   b. **Functions**
      i. To review all recommendations and dossiers of faculty which have been forwarded by their home department and vote in accordance with University policy;
      ii. To record and provide to the candidate, in writing with the tally of the committee’s vote, as well as its rationale for affirming or reversing the department’s decision(s) on promotion and/or tenure;
      iii. To provide a vote tally and recommendation to the Dean on the qualifications of each candidate for promotion and/or tenure. The recommendations of this committee will be included as part of the dossier, and
iv. To perform Post-Tenure Reviews through subcommittees appointed by the Chairperson of the Promotion and Tenure Committee according to the University Post-Tenure Review Guidelines and Post-Tenure Review Policy for the College of Pharmacy.

7. Computer and Instructional Technology Resource Committee

a. Composition
i. Two members of each academic department (CAP and PBS) and one from Continuing Education and Outreach Division representing teaching and research interests of the faculty;
ii. One representative each from the technology support group, the learning services group (Millikan Educational Research Center) and the Webmaster; and
iii. One graduate student and one professional student.

b. Functions
i. To make recommendations to the technology support group and to the Dean concerning new technologies required by the faculty and/or administration;
ii. To be informed of any proposed substantial changes affecting the College of Pharmacy computers, instructional technology, and networking services offered to the College. Examples that must be communicated to the committee include:
   a) Changes to the network software and hardware;
   b) Changes to instructional technology resources;
   c) Creation, termination, and reassignment of technology support personnel positions; and
iii. To assist in the dissemination of information regarding substantial changes to technology services.

8. Continuing Education Committee

a. Composition
i. Six (6) faculty members that are 2 each of tenure track, clinical track, and public service track, with at least one from a distant campus; and
ii. The Director of the Office of Postgraduate Continuing Education and Outreach serves as an ex-officio member;

b. Functions
i. To provide academic oversight to the Office of Continuing Education and Outreach;
ii. To advise the office on the direction of continuing education and outreach programming and program budgets;
iii. To coordinate with the Continuing Education and Outreach Advisory Committee in review of needs assessments and activity planning, if needed; and
iv. To meet biannually with agenda set by the chairperson in consultation with the director.

9. Curriculum Committee

a. Composition
i. The Associate Dean for the Professional Program is a nonvoting, ex-officio member and shall serve as the permanent Secretary to the Committee;
ii. A minimum of 3 members of the faculty from each academic department who are appointed to this committee by the Dean. The representation between departments shall be equal with no more than 12 total faculty members on the committee;
iii. One College of Pharmacy alumni selected by the Dean;
iv. Two nonvoting professional pharmacy students nominated by the Dean’s Student
Advisory Council; and
v. The Assessment Committee Chair or their designee will serve as a nonvoting, ex-officio
member to ensure flow of information between committees.

b. Functions
i. To conduct a continuing appraisal and evaluation of the current pre-pharmacy and
professional curricula in the College of Pharmacy;
ii. To develop recommendations of curricular revision, additions and other
alterations to assure optimal student learning and outcomes;
iii. To report its minutes and recommendations to the Faculty, and
iv. To accomplish this essential goal and purpose, this committee shall have both the
responsibility and right to:
   a) Evaluate new course and course change applications that originate in the College
      of Pharmacy;
   b) Review the content of individual and collective courses as to the completeness and
      contemporary nature of the content, and contribution to the breadth, depth and value
      to the total curriculum, according to the expected competencies of students
      completing each course, and
   c) Develop and sponsor programs to encourage and reward faculty for innovative
      teaching, educational research, and for the development of innovative new
      course offerings or mechanisms to enhance student learning.

10. Diversity and Multiculturalism Committee
   a. Composition
      i. Five (5) voting members of the faculty who are appointed by the Dean for a 3 year term.
         One faculty member from each department, (PBS & CAP), one faculty member from
         the Division of Experience Programs, one faculty member from the Division of
         Nontraditional Education and Outreach, and one faculty member at large. The chairman
         will be selected by current committee members, or, appointed by the Dean only after a
         committee member is not successfully selected by the committee;
      ii. One graduate student selected by the Graduate Education Committee;
      iii. One professional pharmacy student (2nd year or above), in good academic standing,
         who will be appointed by the Dean;
      iv. One full-time staff member selected by the staff council;
      v. One Preceptor; and
      vi. The Diversity Programs Coordinator is ex-officio.
   b. Functions:
      i. To consult with and inform the College on recruitment, admission, and retention of
         graduate and professional pharmacy students, faculty, staff, and administrators from
         underrepresented populations;
      ii. To develop programs to assure collegiality among the diverse groups within the
         College based on current multicultural trends, and after consulting with the
         College/Dean on multicultural initiatives and subject matter extant in College-wide
         programs.
11. Facilities and Safety Committee  
   a. Composition  
      i. One faculty member shall be appointed from each department and shall be selected  
         in a manner acceptable to the faculty of the department;  
      ii. The College Business Manager shall serve on the committee;  
      iii. The Logistical Support Manager shall serve on the committee;  
      iv. The Safety Officer shall serve on the committee;  
      v. One staff member shall be appointed from each department;  
      vi. One graduate student from each department shall be appointed to the  
         committee; and  
      vii. One professional student shall be appointed by the committee.  
   b. Functions  
      i. The primary responsibility of the committee is to be a channel of communication  
         between the various departments of The University Public Safety Division and the  
         departments of the College;  
      ii. To provide information to each department in the College with regard to: Crime  
         Prevention, Support Services, Environmental Safety Services, Hazardous Materials  
         Program, Right to Know, and accessibility and support services for handicapped  
         individuals;  
      iii. To arrange for proper training of faculty, staff, and students with regard to safety;  
         and  
      iv. To review the facilities of the College on an annual basis and make recommendations  
         to the Dean regarding classrooms, laboratories and offices.  

12. Faculty Awards Committee  
   a. Composition  
      i. The committee shall consist of the two department heads and three faculty members.  
         Each department CAP, PBS and Public Service shall be represented;  
      ii. The Dean or his/her representative shall be an ex-officio member;  
      iii. Each faculty member will be appointed by the Dean to serve for a period of three  
         years.  
   b. Functions  
      i. To collect and disperse to the faculty information concerning currently available  
         awards;  
      ii. To keep a current file of available awards, application forms, deadlines for awards;  
      iii. To identify faculty who meet the criteria/eligibility for available awards;  
      iv. To encourage and assist in the application for awards; and  
      v. To nominate faculty for awards on behalf of the College when appropriate.  

13. Graduate Education and Curriculum Committee  
   a. Composition  
      i. Graduate coordinators from each academic department with voting rights;  
      ii. Four other members representing the 3 graduate programs in the college who are on the  
         graduate faculty and who have been involved in various aspects of graduate education;  
      iii. One graduate Alumnus from the College of Pharmacy selected by the Graduate  
         Coordinators;  
      iv. One graduate student from each department; and  
      v. Faculty members shall be appointed by the Dean.
b. Functions
   i. Oversee and promote all aspects of graduate student events;
   ii. Judging and presenting the La Rocca Award; and
   iii. Evaluate new graduate course and course change applications that originate in the College of Pharmacy.

14. Scholarship and Awards Committee
   a. Composition
      i. Two (2) faculty members from each academic department;
      ii. One member from each of the 2+2 hosting sites; and
      iii. Up to two (2) retired faculty members appointed by the Dean.
   b. Functions
      i. To seek nominations and applications for awards and scholarships;
      ii. To use information, applications and nominations supplied by students and faculty;
      iii. To utilize this information where appropriate according to guidelines of a particular award; and
      iv. Select students for each award and recommend the recipients to the Dean.

15. Student Wellness Committee
   a. Composition
      i. One faculty member from the Athens campus;
      ii. One faculty member from a distant campus;
      iii. One faculty member at-large;
      iv. Four students selected by the chair, to include one each from the distant campuses;
      v. Two members of the committee should rotate off every three years.
   b. Functions
      i. To assure that students with impairment due to chemical dependency receive intervention and treatment per College policy;
      ii. To identify students with potential problems;
      iii. To provide student education concerning drug/chemical dependency; and
      iv. To keep records of the activity of this committee confidential to the fullest extent of the law.

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