

Subject: COUNCIL CHARTER COLLEGE OF PHARMACY

I. Functions:

The University of Utah College of Pharmacy Council is established for the purpose of participating in the University governance responsibilities vested in such councils. It shall formulate policies and exercise primary authority to make decisions relating to the college to the extent authorized by Faculty Regulations, Chapter IV, Section 2. Nothing in this document shall conflict with the Policies and Procedures of the University. If such conflict should arise, it shall be resolved by supercedence of the appropriate Policies and Procedures of the University.

II. Organization:

A. Membership:

The College of Pharmacy Council shall consist of all members of the faculty of the College of Pharmacy as defined in the Faculty Regulations of the University and the students elected to the Student Advisory Committee (SAC).

B. Structure:

The dean of the College of Pharmacy shall serve as chair of the College Council. The dean or the dean's designated representative shall preside. The dean may invite nonvoting persons to attend Council meetings or committee meetings and participate in discussions without voting privileges. It will be the dean's responsibility to assemble the College Council and to provide it with an agenda, circulated in advance of the meeting. Special College Council meetings will be held if one fourth (or more) of the voting members of the College of Pharmacy Council petition in writing that the chair call a meeting of the Council on a specified agenda, and due written notice regarding the meeting is given to each Council member.

C. Voting and Quorum:

All of the tenured and tenure-track members of the Council whose primary appointment is in the College of Pharmacy and SAC members shall have voting privileges. One half of the voting members shall constitute a quorum (except as noted in section VI). Action shall be determined by majority vote of the voting members present or represented by written proxy. Any one voting member may secure a secret ballot vote. Majority vote of the voting members present or represented by written proxy may declare a subject to be an "important issue." An "important issue" shall require an affirmative vote of two-thirds of the voting members present or represented by written proxy.

III. Areas of Responsibility:

A. Faculty Personnel Actions:

- 1. Recommendations for appointment, retention, tenure, and promotion shall be initiated at the department level and submitted successively for evaluation and recommendation to the appropriate subcommittee(s) of the College Council, the dean of the college and the vice president for health sciences. Where provision is made in the Faculty Regulations, the Student Advisory Committee shall be provided with the opportunity to present its views.**

B. Academic Policy Actions:

- 1. The Council shall review any program changes requiring approval of the Board of Trustees and the State Board of Regents, including the establishment or deletion of a department or degree.**
- 2. The Council may recommend to the Academic Senate through the Executive Committee of the Academic Senate, new policies or policy modifications in relation to any aspect of the University operation affecting the College of Pharmacy.**
- 3. The Council shall perform other functions and duties assigned to it by the Academic Senate.**

IV. Committees:

The standing committees of the College of Pharmacy Council shall be (1) the Executive Committee, (2) Group A Committees, and (3) Group B Committees. Special committees may be created as determined to be necessary by the dean or College Council.

A. Executive Committee:

The Executive Committee is composed of the dean (chair), the department chairs and the assistant/associate deans. Department chairs are appointed by the president to their administrative positions as described in Faculty Regulations, Chapter III, Section 5. The assistant/associate deans are appointed by the dean. The service of each department chair shall be reviewed as proscribed in University Regulations, Chapter III, Section 7.

This committee has the responsibility to act as an advisory committee to the dean with respect to the overall coordination of college programs, and on appropriate budgetary matters; to bring before the College Council any matter within its knowledge that needs the consideration or action of the college; and to consider

such other matters as may be brought before it by the dean, the College Council, the Academic Senate or the University administration.

B. Group A Committees:

These committees report directly to the dean for matters concerning implementation of policy and to the College Council for matters concerning establishment of policy. The chair and members of each committee will be appointed by the dean in consultation with the Executive Committee, and will be reviewed annually unless otherwise noted.

1. College Retention, Promotion and Tenure Advisory Committee (CRPTAC):

The chair of this committee shall be the associate dean for academic affairs. If the chair is unable to serve, he/she shall appoint an acting chair. A quorum and the rules for absentee voting shall be the same as those outlined for department committees (Faculty Regulations, Chapter V, Section 2B, (3), (4)). In the consideration of a candidate from a given department for retention, promotion or tenure, the committee shall consist of all members of the college faculty who are eligible to be members of department retention, promotion and tenure advisory committee (DRPTAC) (Faculty Regulations, Chapter V, Section 2, Part B), with the exception that the dean, the department chair of the department concerned and the other members of the department concerned, shall not attend or participate in the deliberations of the committee except by invitation of the committee. CRPTAC reserves the right to invite other University faculty members to attend CRPTAC meetings to present relevant information in individual cases, other than their own, and will be excused after such presentation. Such faculty members may not otherwise attend or participate in the deliberations of the CRPTAC.

The CRPTAC members shall decline to participate in consideration of any case in which they have a personal bias or interest which would preclude their making a fair and objective decision. In considering recommendations for retention, promotion or tenure, the committee shall verify that the recommendations are (1) consistent with the criteria established by the department making the recommendations, (2) consistent with college criteria, and (3) in agreement with University policies and procedures.

2. Student Advisory Committee (SAC):

Until conversion to the all Pharm.D. program, this committee shall consist of one student from each of the baccalaureate classes, one student from each of the Doctor of Pharmacy classes and one graduate student, all of

whom are voting members of the College Council. After conversion to the all Pharm.D. program, the SAC will consist of one student from each of the four Pharm.D. classes and one graduate student. To provide continuity to the functions of the committee, professional students elected by their respective class will serve until graduation unless they resign, no longer represent the class from which they were elected or are recalled by the members of the class they represent. Each fall, elections to fill vacancies on the committee from students in the professional program(s) will be conducted by the remaining members of the Student Advisory Committee. Graduate students are elected to the committee according to criteria of their own choosing and may be reappointed to the committee.

The function of this committee is to offer recommendations to the dean concerning the quality of the college's educational endeavors and to serve as a liaison between the student body and faculty in matters of student interest and concern. In addition, it has the responsibility to provide knowledgeable input concerning retention, promotion and tenure of faculty within the college. The Student Advisory Committee reports to the dean for matters of retention, promotion and tenure. For other matters it will report to the appropriate associate dean.

3. **Computer Advisory Committee:**

This committee shall act in an advisory capacity to the dean and will offer recommendations concerning computing initiatives likely to have a college-wide impact. The committee will also serve as a liaison between the college and other units of the University in matters of computer usage.

4. **Continuing Education Committee:**

This committee will assist in developing policies and procedures relative to faculty participation in continuing education activities.

5. **Research and Graduate Programs Committee:**

This committee will advise the dean as to expenditure of college funds for the stimulation and enhancement of research activities and for purchase/lease and maintenance of research equipment and facilities. This committee also may be asked by the dean to provide advice concerning the implementation of Graduate School policies and procedures and to provide advice regarding the improvement of graduate education.

6. **Space Committee:**

This committee, chaired by the associate dean for research and planning,

will review and develop space management guidelines, and will provide advice to the dean in all matters involving addition, renovation or reallocation of space.

C. Group B Committees:

These committees shall report directly to the associate dean for academic affairs for matters concerning implementation of policy and to the College Council for establishment of policy. The chair and members of each committee will be appointed by the dean in consultation with the Executive Committee, unless otherwise noted. Committee membership will be reviewed annually.

1. Admissions Committee:

This committee will establish criteria for admission to the Pharmacy professional programs according to the University and College Council regulations and will identify and approve for admission suitable qualified applicants.

2. Awards and Financial Aids Committee:

This committee, in concert with the University Financial Aids and Scholarship Office, will select appropriate recipients for scholarships to be awarded to students enrolled in professional programs. The committee will also select recipients of college honors and awards.

3. Curriculum Committee:

The Curriculum Committee shall include at least one representative of each department and at least one student who is a member of the Council. The chair and members will be nominated by the dean and elected by the College Council.

The committee will render decisions concerning curricular matters to the extent authorized by Faculty Regulations, and include reviewing of professional and graduate curricula in the college, making recommendations to the dean for any changes, additions or deletions in these curricula, conferring with representatives of other colleges on curricular matters and performing other appropriate functions as assigned by the Council or as initiated by the committee.

4. Learning and Teaching Committee

This committee will address the ways in which curricular content is taught and learned in the student's achievement of the professional competencies.

The committee will serve as a resource for innovative ways and means of curricular delivery, for teaching strategies which ensure critical thinking and problem solving and for educational techniques aimed at helping students become active and life long learners. The committee should make recommendations regarding the assessment of teaching evaluation methods, including both formative and summative methods.

5. Recruitment and Affirmative Action Committee:

This committee will develop policies for and participate in the recruitment and retention of nontraditional students for the professional degree programs of the college.

6. Scholastic Standards Committee:

This committee will develop, recommend, and enforce policies regarding satisfactory student achievement according to the regulations of the University and the College Council, and will monitor academic performance and scholastic achievement for professional students within the college.

V. Inter-College Relations:

The College Council shall create the necessary mechanisms to consult and cooperate with other colleges of the University that have related academic interest, particularly in regard to curriculum, collaborative teaching, academic standards, graduation requirements and other related matters.

VI. Repeal and Amendments:

Any portion of the College Charter may be repealed or amended by a simple majority vote of those in attendance (or represented by written proxy) provided one month's advance notice stating the section and change to the Charter is given to each member. For such a meeting a quorum shall consist of at least two-thirds of the voting members.

The revision of the College Charter was approved unanimously by the College Council on September 1, 1999.