CHARTER FOR THE COLLEGE OF PHARMACY COUNCIL

Approved by the College of Pharmacy Council: January 2025
Approved by Academic Senate Executive Committee: February 10, 2025
Academic Senate Information Calendar: March 3, 2025

I. Functions:

The University of Utah College of Pharmacy Council is established pursuant to University Policy 6-003 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 University Regulations. Nothing in this document shall conflict with University Regulations. If such conflict should arise, it shall be resolved by supersedence of the appropriate University Regulations.

II. Organization:

A. Membership:

The College of Pharmacy Council shall consist of all members of the faculty of the College of Pharmacy with primary academic appointments in the clinical, research and tenure-line as defined in University Policy 5-001.IV. Category A and that are salaried employees of the College of Pharmacy, selected staff, 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 non-voting 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. College Council shall meet twice yearly, usually in fall and spring. 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 faculty of the College are encouraged to bring forward agenda items and attend and participate in Council discussions. All faculty members of the Council whose primary appointment is in the College of Pharmacy and SAC members shall have voting privileges. 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:

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 Senior 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 Utah Board of Higher Education, 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 and/or College Council.

A. Executive Committee:

The Executive Committee is composed of the Dean (chair), the department chairs and the Assistant/Associate Deans that report directly to the Dean. Department chairs are appointed by the president to their administrative positions as described in University Policy 2-005. The Assistant/Associate Deans are appointed by the Dean. The service of each department chair shall be reviewed every three years by the Dean.

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. The committees will meet as needed to discuss policies and updates.

1. Academic Culture & Community Committee:
   This committee will lead the College of Pharmacy's efforts to create a community that: encourages positive social mobility and is welcoming to people historically underserved in higher education. They will provide guidance on all matters related to fairness, representation, and fostering a welcoming environment. The ACC will advise the Admissions Committee on best practices for broadening the range of backgrounds and perspectives within the student body and take initiative for organizing college programs that promote a culture of belonging for people of all backgrounds and viewpoints.

2. College Retention, Promotion and Tenure Advisory Committee (CRPTAC):
   The chair of this committee shall be the Associate Dean for Faculty. If the chair is unable to serve, they shall appoint an acting chair. A quorum and the rules for absentee voting shall be the same as those outlined for department committees (University Policy 6-303). In the consideration of a candidate from a given department for retention, promotion, and/or tenure, the committee shall consist of all members of the college faculty who would be eligible to be members of a department retention, promotion and tenure advisory committee (DRPTAC) for the given action (University Policy 6-303), 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 recommendation, (2) in agreement with University regulations and policies and (3) consistent with the values and mission of the University of Utah College of Pharmacy (http://www.pharmacy.utah.edu/CoP_Information/about/mission.html).

3. College Student Council (CSC):
   The CSC will consist of the College of Pharmacy's ASUU Senator, the College of Pharmacy's ASUU Assembly Representative, the USPA President for the College of Pharmacy, one student from each of the four Pharm.D. classes and one

graduate student from each department. The ASUU Senator shall serve as the chair of the CSC. The ASUU Senator, ASUU Assembly Representative, and USPA President will be removed from the CSC upon leaving their respective position as ASUU Senator, ASUU Assembly Representative, or USPA President. To provide continuity to the functions of the committee, professional students elected by their respective class will serve for two-year terms 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 will be held among students in the professional program to fill vacancies on the committee. M.S. and Ph.D. 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 College Student Council reports to the Dean for matters of retention, promotion and tenure. For other matters it will report to the Executive Associate Dean for Professional Education.

4. 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.

5. Continuing Education Committee:
   This committee will assist in developing policies and procedures relative to faculty participation in continuing education activities.

6. Research Strategy Committee:
   This committee will chart the strategic direction of the research activities in the college. It will advise the Dean as to investment 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. The committee will be chaired by the Associate Dean for Research.

7. Safety Committee:
   This committee will be responsible for identifying safety risks at the college and establishing policies and practices that minimize such risks, in accordance with established university and government offices. The committee will concern itself with laboratory and non-laboratory safety issues.

8. Space Committee:

This committee, chaired by the Associate Dean for Research, will review and develop space management guidelines, and will provide advice to the Dean in all matters involving addition, renovation or reallocation of space.

9. Strategic Chairs Committee:
   This committee will consist of the Chairs of the College's four academic departments and will provide advice to the Dean in all matters involving the work of the four departments in advancing the college's education, research, and clinical missions.

C. Group B Committees:

These committees shall report directly to the Executive Associate Dean for Professional Education 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. The committees will meet as needed to discuss policies and updates.

10. 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.

11. Assessment Committee:
    This committee will assess student learning and curricular effectiveness, faculty productivity including teaching, scholarly activity, research, and service, alumni relations, and the Professional Experience Program.

12. 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.

13. Co-Curriculum Committee:
    The Co-Curriculum Committee shall include the faculty advisors of each student organization and the USPA president. The committee will oversee co-curricular matters, as well as establishing procedures for assessing student attainment of the key elements enumerated in ACPE Standards 3 & 4. In addition, the committee will review co-curricular activities in the college, making recommendations for any changes, additions or deletions. Also, the committee will confer with representatives of other colleges on co-curricular matters, and perform other appropriate functions as assigned by the Executive Associate Dean, or initiated by the committee.

14. 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 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.

15. Experiential Education Advisory Committee:
    This committee will render decisions based on the professional experiential program development, ongoing assessment, and training.

16. 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 lifelong learners. The committee should make recommendations regarding the assessment of teaching evaluation methods, including both formative and summative methods.

17. Pharm.D. Projects Committee:
    The Pharm.D. Projects Committee provides College-level direction and oversight of Pharm.D. Projects. It will develop its own internal procedures for: soliciting potential projects from faculty; evaluating project appropriateness for Pharm.D. students; matching students with projects; mentoring, critiquing and grading Pharm.D. Projects; awarding financial support for Pharm.D. Projects, and disseminating new information and research stemming from Pharm.D. Project.

18. 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.

19. Student Mentoring Committee:
    This committee provides College-level direction and oversight of the College's professional student mentoring program. Its membership shall include at least

one representative from each department, well experienced with mentoring professional students. The committee will develop, recommend, and enforce policies regarding effective mentoring of professional students.

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.