ARTICLE I: ORGANIZATIONAL PURPOSE AND MEMBERSHIP

SECTION A.
The name of this organization shall be the Oregon State University College of Pharmacy. 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.
The Faculty of the College of Pharmacy includes all academic tenure-track faculty, clinical-track faculty, senior research faculty, instructors, and professional faculty (without rank); holding contractual appointment with Oregon State University in the College of Pharmacy and serving within an organizational unit identified in Article III of the Bylaws. Faculty as defined above shall be voting members of this faculty organization. The Faculty Handbook Contents page is found at https://facultyaffairs.oregonstate.edu/faculty-handbook

ARTICLE II: ORGANIZATIONAL STRUCTURE AND OFFICERS

SECTION A.
The Faculty shall be organized into a minimum of two academic departments, ‘Pharmaceutical Sciences’ and ‘Pharmacy Practice’, and other sub-units as required to achieve the mission of the College of Pharmacy.

SECTION B.
The Dean of the College is the presiding officer of the Faculty. As the primary organizational officer, the Dean is responsible for faculty and student activities and academic business directed toward successful achievement of the mission of the college. The Dean of the College is appointed by and serves at the pleasure of Oregon State University’s President, and the Provost and Executive Vice President. If the Dean is unable to serve, the Oregon State University Provost, and Executive Vice President, shall define leadership for the College.

SECTION C.
The Dean shall be assisted by other faculty members who have been appointed to administer specific responsibilities delegated to them by the Dean. Such faculty administrators shall be: (1) Associate Dean(s), (2) Assistant Dean(s), (3) Department Chair(s) and (4) others who may be appointed as Directors of non-departmental units. Faculty administrators are appointed by, and serve at the pleasure of, the Dean.

SECTION D.
The Dean shall preside over all meetings of the Faculty, or in their absence, by another member of the faculty designated by the Dean. Meetings of the Faculty shall be convened at least once each quarter during the academic year to conduct College business. The current edition of Robert’s Rules of Order shall be the
parliamentary authority for all meetings, except as otherwise specified in the Bylaws. In addition to the required meetings each quarter during the academic year, additional meetings of the Faculty may be convened at the discretion of the Dean.

SECTION E.
The Dean, Associate Dean(s), Assistant Dean(s), and Department Chairs shall constitute the Executive Committee of the College. The chair of the Executive Committee shall be the Dean. The Executive Committee shall meet bi-weekly and serve to advise the Dean, and under his/her direction shall coordinate and cause to be implemented faculty, student, and staff activities required to fulfill the role and mission of the College.

The Executive Committee is guided in its administrative and governance functions by policy and recommendations proposed by faculty committees charged to represent faculty interests, or by majority vote of the faculty. All recommendations considered to substantively change structure, function, or process in achieving the mission of the College, regardless of where the recommendation originates, shall be affirmed by consensus or majority vote of the Faculty prior to implementation.

SECTION F.
The College Council consists of the Executive Committee members, plus a faculty representative from each academic department, directors of non-departmental administrative subunits identified in Article II of the Bylaws, the Director of Pharmacy at OSU Student Health Services, and the Director of Development. The Executive Assistant to the Dean, and current and immediate-past presidents of the Pharmacy Student Executive Council serve ex officio. The College Council shall meet bi-weekly.

The College Council receives information regarding items of general interest or concern. It serves as a conduit for coordination and dissemination of information regarding College activities and direction to faculty, staff, and students at large. The College Council is not a policy-making entity, but may advise the Executive Committee in identifying the appropriate department, non-departmental unit, or committee to address concerns or advance achieving the College mission.

ARTICLE III: ORGANIZATIONAL UNITS

SECTION A.
ACADEMIC DEPARTMENTS

1. The faculty shall be organized into academic departments according to professional and/or scientific area and teaching discipline. These departments shall be known as: (1) Department of Pharmaceutical Sciences, and (2) Department of Pharmacy Practice. Additional departments, which may be created to meet future College needs, shall be formed and governed in accordance with guidance in these Bylaws for the two Departments named.
   a. The Department of Pharmaceutical Sciences shall be composed of all faculty holding an academic appointment in pharmacology/toxicology, medicinal/natural products chemistry, pharmaceutics, basic pharmacokinetics/biopharmaceutics, microbiology, systems biology, or
similar and related foundational pharmaceutical science disciplines.

b. The Department of Pharmacy Practice shall be composed of faculty holding an academic appointment in general pharmacy practice, pharmacotherapy, hospital practice, community practice, long term care practice, pharmacy administration, drug policy and pharmacoeconomics, or similar and related practice and administrative science disciplines.

2. Each department shall formulate and follow a departmental vision and mission statement, which is in support of the vision and mission of the college, and ultimately the University. The mission of each department shall also adequately and appropriately support the special and unique faculty development needs of that department.

3. The Department Chair will be responsible for providing leadership and governance to the faculty and staff appointed to that department. A Department Chair may identify additional faculty members to assist with specific administrative functions (department-specific committees or activities). The Department Chair serves at the discretion of the Dean. Other specific responsibilities of the Department Chair shall include, but not be restricted to:
   a. Recruitment and recommendation for academic appointment of departmental faculty. Faculty search committees shall be used appropriately in this process.

   b. Assignment of teaching responsibilities to optimally deliver the Doctor of Pharmacy, Masters, and Doctor of Philosophy curricula assigned to that department by the Dean.

   c. Assignment of service responsibilities required for the function of the department, college, and university.

   d. Support of each member of the faculty to achieve optimal professional development in teaching, research or scholarly activity, and professional service.

   e. Conduct of annual and special performance appraisals of Departmental faculty and staff as required by university policy, and recommendations to the Dean pertaining to salary adjustments and personnel actions. Recommendations for academic promotion and the awarding of, or continuance, of tenure shall only be made after due consideration of recommendations made by the Promotion and Tenure Committees of the College and relevant Department.

   f. Collaboration with the Dean to identify and recommend budget considerations affecting the Department.

SECTION B.
NON-DEPARTMENTAL ADMINISTRATIVE UNITS
1. Non-department Administrative Units are established as necessary to achieve the mission and vision of the College. At a minimum, the units shall include: (1) Office of Experiential Education, (2) Office of Student Services, (3) Office of Alumni Relations and Professional Development, and (4) Office of Assessment and Faculty Development.

   a. The Office of Experiential Education shall oversee the development and implementation of the experiential component of the Doctor of Pharmacy curriculum, including co-curricular requirements, Introductory Pharmacy Practice Experiences, and Advanced Pharmacy Practice Experiences. The Office of Experiential Education also will be responsible for establishing and maintaining experiential practice sites, and recruiting, training and supporting preceptors.

   b. The Office of Student Services shall oversee the recruitment and matriculation of students into the Doctor of Pharmacy program. Responsibility for programs that help to ensure academic, professional, and personal success are shared by this office. The Office of Student Services advocates for and supports wellness for all student enrolled in the College of Pharmacy.

   c. The Office of Alumni Relations and Professional Development cultivates strong reciprocal relationships with College alumni and partners to promote achievement of the College vision and mission. The Office of Alumni Relations and Professional Development also develops and implements programs to assist alumni throughout their career, including educational opportunities for lifelong learning.

   d. The Office of Assessment and Faculty Development works to support outcomes-driven decision making by faculty in pursuit of achieving the College vision and mission. Concurrently, the Office explores opportunities for faculty development that will enhance instructional outcomes.

2. Each Unit shall formulate and follow a Unit vision and mission statement, which is in support of the vision and mission of the college. The mission of the Unit shall also adequately and appropriately support the needs of that Unit.

3. Each Unit will be led by a Director identified by the Dean. The Director will be responsible for providing leadership and governance to the faculty and staff appointed to that Unit. The Director may identify additional faculty members to assist with specific administrative functions (unit-specific committees or activities). The Director serves at the discretion of the Dean. Other specific responsibilities of a Director shall include, but not be restricted to:

   a. Recruitment, assignment of responsibilities, and support of Unit faculty and staff to optimally meet the vision and mission of the Unit.

   b. Support of each member of the faculty to achieve optimal professional development.

   c. Conduct of annual and special performance appraisals of Unit faculty and staff as required by university policy, and make recommendations to the Dean pertaining to salary adjustments and
personnel actions.

d. Collaboration with the Dean to identify and recommend budget considerations affecting the Unit.

ARTICLE IV: REPRESENTATION AND GOVERNANCE

SECTION A.
INSTITUTIONAL REPRESENTATION

The Faculty of the College of Pharmacy shall be represented on the Faculty Senate of Oregon State University, and other faculty councils and committees as specified by University policy. Faculty representation on any University faculty committee or council, which considers policy of interest to this faculty organization, shall be elected as authorized by the Faculty Senate Office.

Faculty representation on additional councils or committees at Oregon State University or at Oregon Health & Sciences University, our Doctor of Pharmacy degree partner, which consider policy or actions of interest to this faculty organization will be elected by the faculty, or appointed by the Dean with concurrence of the Executive Committee. When circumstances allow for more than one College faculty representative to any University council or committee, such representation shall be divided among faculty representing different Departments or Units of the College.

SECTION B.
COLLEGE FACULTY COMMITTEES

Committee Operations:

1. Standing faculty committees exist to represent the faculty in the governance of College affairs, and to protect and promulgate faculty interests pertaining to the ongoing vision and mission of the College. These committees develop and provide recommendations for governance to the faculty at large.

2. Additional special purpose committees or task forces may be convened on recommendation of the Executive committee, College Council, or standing committees to focus on specific interests or concerns. Special purpose committees or task forces will continue only as long as necessary to complete the purpose for which they were created. Appointments will follow guidelines utilized to define membership of standing committees.

3. Committees shall keep and approve all records from the meetings and conduct of business. This information is presented to the College Council and reported through the designated liaisons, reported to the full faculty at the quarterly meetings, and shared using the College’s faculty password protected Faculty Resources webpage. When business includes a specific recommendation or policy for faculty consideration, the item shall be placed on the agenda for the next full faculty meeting for discussion, approval, and ratification by a majority vote. Voting may also be conducted by an email or web based ballot of the faculty when approval is required prior to a scheduled meeting of the faculty.
Committee Membership

1. Faculty membership on College committees shall be determined by the Department Chairs and approved by the Executive Committee, with the following exceptions:
   a. Departmental representatives to College Council shall be elected by faculty members within the respective department.
   b. Membership for committees conducting business related to promotion and/or tenure shall also be approved by faculty vote, per University guidelines.

2. When making appointments, Department Chairs will include in their consideration; faculty expertise and interest, and expertise required for each committee to conduct business. Efforts will be made to assure representation is divided among faculty representing different departments, disciplines, units, and campuses of the College. A committee chair shall be identified to direct the activities of the committee and preside over meetings. Selected committees may also include representation by staff, students or practitioners.

3. Committee service shall extend from September 15th of each academic year until the following September 14th, unless otherwise defined. Committee appointments and the committee chair should be approved by the Executive Council and faculty notified prior to the beginning of the new academic year.

Standing Faculty Committees

Detailed descriptions are available on the College of Pharmacy Faculty Resources webpage

Executive Committee (see previous: Article II, Section E)

College Council (see previous: Article II, Section F)

Academic and Professional Standards Committee

Purpose: Monitor progression of students, enforce academic/behavioral policies approved by faculty, and approve any deviation from those policies.

Admissions and Recruitment Committee

Purpose: Set criteria and make decisions for admission to the Doctor of Pharmacy program. The Committee will also provide support and advice for recruitment activities and materials, as needed. The committee is responsible for the statement of compliance with the Accreditation Council on Pharmaceutical Education (ACPE) grievance procedures.

Assessment Committee

Purpose: Assessment Committee advises the faculty on matters concerning how assessment can demonstrate achievement of outcomes related to the College's mission. The committee develops,
implements, and assists in the analysis of assessments as requested by College committees or units as directed by the Executive committee.

**Curriculum Committee**

*Purpose:* The Curriculum Committee provides oversight of the Doctor of Pharmacy curriculum, including content, delivery and evaluation to assure the curriculum meets and exceeds accreditation requirements and prepares students for contemporary pharmacy practice.

**Diversity Committee**

*Purpose:* The Diversity committee is charged with leading the College to create, embrace, support, and celebrate a diverse community in all forms and at all levels. The committee works proactively educate our community regarding the value created by a diverse community.

**Extended Education Committee**

*Purpose:* The Extended Education committee annually reviews the policy and procedures manual for supporting continuing pharmacy education (CPE) for pharmacists (and pharmacy technicians, if appropriate) to assure that all requirements for ACPE CPE accreditation are fulfilled. Past continuing educations programs are reviewed and potential topics for future offerings or directions are discussed.

**Faculty Promotion and Tenure Committees**

*(Independent committees exist for the Department of Pharmaceutical Sciences, Department of Pharmacy Practice and for the College of Pharmacy.)*

*Purpose:* The Faculty Promotion and Tenure committees are charged with assisting in the promotion and tenure process for faculty in their respective department or for the College. Committee membership is identified following university guidelines and must be approved by a vote of ranked faculty in the department or by the all ranked faculty for the College level committee.

Faculty Promotion and Tenure committees assist each faculty member in preparing materials for the dossier and prepares a summary letter regarding the appropriateness of granting promotion and/or tenure for that faculty member. The College committee defines the timeline for receipt of materials to coincide with university expectations and reviews university guidelines for any revisions annually.

**Graduate Studies Committee**

*Purpose:* The Graduate Studies committee is responsible for articulating a vision for Masters and Doctor of Philosophy degree programs in the Pharmaceutical Sciences administered through the College of Pharmacy. The committee is responsible for graduate admissions and recruiting, graduate courses and curriculum, processes for student evaluation, issues related to student progression, and programmatic assessment in coordination with College and University Graduate School policies. The Committee also identifies individuals to organize the Annual Rising Seminar Research Retreat. The Graduate Studies committee develops an annual budget request for teaching assistantships, recruiting and other program needs for discussion with the Dean, and assigns students to teaching appointments.
Research and Scholarship Committee
Purpose: The Research Committee is charged with articulating and annually updating a vision for research and scholarship, in coordination with the College and Departmental strategic plans. The committee also advises the Dean and Associate Dean for Research and advocates programs to enhance, support and recognize research and scholarship within the College.

Student Awards and Scholarship Committee
Purpose: The Awards and Scholarship Committee annually reviews policies and procedures for awarding graduation recognition awards and scholarships.

The committee seeks input from faculty and determines candidates for graduation recognition awards. The committee also utilizes information provided by students, with the insight of committee members, to recognize student scholarship recipients while closely following donor intent or guidelines.

SECTION C. STUDENT COMMITTEE

Pharmacy Student Executive Council
Purpose: Pharmacy Student Executive Council is the representative body for professional students, providing a forum for students to discuss activities or concerns within the college. It is the primary communication conduit between professional students and College administration. The Council works with College administration to develop policies and guidelines to facilitate academic, professional, and personal growth of students. The Council determines a budget annually in support of student professional development, based on projected student fundraising and support from the College, and authorizes all expenditures.

The Council proposes and carries out student-initiated college-wide activities in support of a diversity of student needs. In addition, the Council serves to coordinate student sponsored activities of all pharmacy student organizations, working to facilitate collaboration and establishing a calendar for student activities throughout the year.

ARTICLE V: AMENDMENTS

Amendments to the Bylaws shall be presented in writing to each member of the faculty at least 15 working days prior to the meeting at which such amendments shall be voted upon. Voting may also be conducted by an email or web based ballot of the faculty. Amendments to the Bylaws shall require a simple majority vote of the faculty to be adopted.