



Administrative and Faculty Governance Committee/Council Charges
Proposed Revisions

ADMINISTRATIVE COMMITTEES AND COUNCILS

EXECUTIVE COMMITTEE:

Purpose: Serves as the executive leadership and collaborates with the Dean regarding the strategic vision, personnel decisions, policies, procedures, and budgets. Annually reviews College policies and procedures related to faculty and staff and scientific misconduct that supplement those of the University.

Chairperson: Dean

Composition: Dean, Associate Deans, Assistant Deans, and Department Chairs

Ex-Officio: Other college administrators as appointed

Staff Support: Executive Assistant to the Dean

Meeting Frequency: Bimonthly with College Council, and additionally as required.

COLLEGE COUNCIL:

Purpose: Prospectively advises the Dean on decisions that impact pursuit of strategic directions, evaluates outcome assessments related to strategic directions, and monitors progress of ongoing initiatives. Assists in development of policies and procedures and serves as the communication vehicle to the faculty and staff at large. Responsible for the bi-annual review of the Administrative and Faculty Governance College Council/Committee Charges and serves as the Space Utilization Committee

Chairperson: Dean

Composition: Executive Committee, Director of Student Services & Head Advisor, Portland Campus Office Administrator, Pharmacy Practice Representative, Pharmaceutical Sciences Representative, Director of Alumni Relations & Professional Development, Director of Assessment & Faculty Development, President of the Student Executive Council

Ex-Officio: Director of Development and Business Office Representative

Staff: Executive Assistant to the Dean

Meeting Frequency: Bimonthly

CONTINUING PROFESSIONAL EDUCATION ADVISORY BOARD:

Purpose: Annually reviews and advises the Director of Alumni Relations and Professional Development on the College's continuing education plan to serve the needs of alumni, pharmacists, and if appropriate, pharmacy technicians, within Oregon and across the country. Supports the

chairperson in ensuring all requirements for ACPE CPE accreditation are met for both College sponsored and College co-sponsored CPE programs.

Chairperson: Director of Alumni and Professional Development
Composition: Alumni Relations Staff, and faculty appointed to represent both departments and campuses.
Ex-Officio: OSU Office of Distance and Continuing Education representative
Staff Support: Alumni Office
Meeting Frequency: Annually

STUDENT AWARDS AND SCHOLARSHIP COMMITTEE:

Purpose: Annually reviews and revises, if necessary, policies and procedures for awarding student aid, scholarships, and graduation recognition awards. Coordinates solicitation of donations and distribution of awards for the professional program in conjunction with the development officer and alumni relations division. Makes determination regarding award recipients under the authority of the College and communicates decisions to donors as appropriate.

Chairperson: Appointed by the Dean
Composition: Office of Student Services Staff, Director of Alumni Relations & Professional Development, and additional faculty as appropriate (typically advisors from professional student organizations).
Ex-Officio: None
Staff Support: Office of the Dean
Meeting Frequency: As needed

FACULTY GOVERNANCE COMMITTEES AND COUNCILS

ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE:

Purpose: Serves as the central body responsible for oversight, application, and review of student academic progress and professional conduct. Specific responsibilities include:

1. Annual review and update, if necessary, the Colleges *Academic and Professional Standards*; including policies and procedures related to student academic progress, student misconduct, and grievance¹ to supplement those of the university²;

¹ All petitions, grievances or appeals by students shall first be submitted to the Director of Student Services & Head Advisor. The Director of Student Services and Executive Associate Dean will consult to direct the concern to the appropriate person or committee following published guidelines in the Academic and Professional Standards. The Director of Student Services will notify the student as to the disposition of their request and advises students on appeals procedures, if their request is denied.

² Any revisions of current policies or Academic and Professional Standards shall be approved by a majority vote of the faculty. Thereafter, the policies and procedures shall be made available to students at the beginning of each academic year as part of the *Student Handbook*, found on the college's web site.

2. Review and track students on warning, probation, suspension or at-risk for other reasons;
3. Review all charges of student misconduct per the policies and procedures developed above;
4. Make recommendations to the Executive Associate Dean for remediation or changes in student standing in the professional program; and
5. Evaluate any student requests to deviate from standard curricular or progression expectations or policies.

Chairperson: Executive Associate Dean
 Composition: Director of Student Services & Head Advisor, 3-4 additionally faculty including representatives from both departments.
 Ex-Officio: None
 Staff Support: Administrative Assistant to the Executive Associate Dean
 Meeting Frequency: At least quarterly and as needed to respond to specific student issues.

STUDENT ADMISSIONS COMMITTEE:

Purpose: Serves as the primary body responsible for annual review, and revision if necessary, of application policies and procedures. Collaborates with the Curriculum Committee on the review of proposed changes to professional program admission criteria. Responsible for review of all applications for competitive candidates and participates with additional faculty members in candidate interviews. This Committee is fully authorized on behalf of the faculty to determine which candidates will be extended an invitation for admission. Committee assists in the evaluation of student petitions to deviate from specific admission requirements on a case-by-case basis. Also responsible for the professional degree program section of the University catalog and for the statement of compliance with the Accreditation Council on Pharmaceutical Education (ACPE) grievance procedures.

Chairperson: Director of Student Services & Head Advisor
 Composition: Office of Student Services Advisors (Corvallis and Portland campus), faculty representatives from each department, and one practitioner
 Ex-Officio: Executive Associate Dean
 Staff Support: Office of Student Services
 Meeting Frequency: As needed. Typically, the schedule includes planning meetings during spring and summer with frequent participation from August to early May. The committee shall consider procedural changes to be implemented for the next year's admissions cycle before the start of spring term.

ASSESSMENT COMMITTEE:

Purpose: Assessment Committee advises the faculty, Executive Associate Dean and Dean on matters concerning assessment of outcomes related to the College's missions as well as strategic planning outcomes. The Assessment Committee may make recommendations including but not limited to curriculum/course reviews or staff/resource allocations as

appropriate. The Assessment Committee ensures data-driven review of, and accountability for, priorities to support the mission of advancing societal health through leadership in pharmacy education, research, community engagement, and improved patient care. The general responsibilities of the College of Pharmacy Assessment Committee shall be to:

1. Develop standards and expectations for assessment of curricular and co-curricular educational programs; research programs; service and outreach programs; and faculty productivity;
2. Monitor the established assessment process and performance outcomes data from a college-wide perspective;
3. Forward concerns and commendations to the appropriate College committees and/or administration bodies for action; and
4. Support and provide assessment data necessary for an evidence-based self-study process required to maintain specialized accreditation.

Chairperson: Director of Assessment and Faculty Development
Composition: 4-5 faculty members across the two departments and campuses selected based on professional background, Student Services Representative, Practitioner, Corvallis Student Representative (1-2), and Portland Student Representative (1-2).
Ex-Officio: Executive Associate Dean and Curriculum Committee Chairperson or delegate
Staff Support: Dean's Office
Meeting Frequency: At least quarterly

CURRICULUM COMMITTEE:

Purpose: Collaboratively establishes and champions a vision for the professional curriculum, maintaining an ongoing awareness of national standards and professional trends that may impact the program. Coordinates and leads faculty discussions regarding program curriculum changes and is responsible for resulting implementation. Conducts ongoing review and continuous quality assurance of pre-professional admission requirements and any necessary changes are coordinated with the Student Admissions Committee. The Committee reviews, may initiate, and act upon requests for additions, deletions, or changes in academic requirements or course content for the professional program. Responsible for communicating curricular changes to the University Curriculum Committee as appropriate.

Chairperson: Appointed by the Executive Associate Dean
Composition: Representation of faculty from each of the primary disciplines of the college and one student representing each year of the professional program
Ex-Officio: Executive Associate Dean, Director of Student Services & Head Advisor, and Director of Assessment & Faculty Development
Staff Support: Dean's Office
Meeting Frequency: At least monthly.

DIVERSITY COMMITTEE:

Purpose:	Creates and leads college-wide programming to support, expand, and celebrate diversity and cultural awareness among faculty, staff, and students. Aligns with and links college-level offerings and initiatives with University-level activities to maximize impact and programming effectiveness. Responsible for organizing at least one diversity related educational program annually.
Chairperson:	Appointed
Composition:	A representative group of faculty and staff across departments and programs including 1-2 students per PharmD cohort.
Ex-Officio:	None
Staff Support:	Chairperson
Meeting Frequency:	Quarterly

GRADUATE STUDIES COMMITTEE:

Purpose:	Articulate a vision for the college's graduate program, set goals and objectives, identify strategies to achieve these goals and objectives, and develop a programmatic approach to graduate training, including residencies and fellowships. Organize and conduct an active graduate student recruitment program including timely revision of marketing materials. Review applicants for admission to the graduate program. Makes final admissions decision of students to the Graduate Program. Responsible for the University Catalog section entitled "Graduate Studies" and for updating the college graduate bulletin. Responsible for review, evaluation, and revision of Graduate Program. Responsible for implementation of necessary action plans resulting from the annual programmatic assessment plan or academic program reviews. Screen candidates and recommend to the department chairs the recipients of available graduate teaching assistantships (GTA) ³ . Explore training grant opportunities. The Chair will work with the Dean and/or Department Chair to establish an annual budget to support GTAs, seminar program, undergraduate research program and graduate student travel awards.
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Rising Seminar Standing Sub-Committee: Provides oversight for the Rising Seminar Committee charged with the planning and execution of a college-wide Graduate Retreat to be held each spring that will include podium and poster presentations. The subcommittee will determine the winner(s) of the Sponenburgh Travel Award and other prizes to be given for outstanding research presentations. Co-chairs of the Rising Seminar Committee are appointed by the department chairs.

³ Assignment of GTAs to individual courses will be made by the Graduate Studies Committee considering requests made each quarter by the department chairs and the faculty teaching individual courses. Evaluation of a teaching assistant's performance will be the responsibility of the individual faculty to whom the GTA is assigned and that person's major professor.

Chairperson: Director of the Graduate Program
Composition: Faculty representing departments, one graduate student⁴ and the college's university Graduate Council Representative
Ex-Officio: Pharmaceutical Sciences Departmental Chairperson
Staff Support: Department of Pharmaceutical Sciences
Meeting Frequency: Bimonthly, or more frequently as needed

PROMOTION AND TENURE COMMITTEE – COLLEGE LEVEL

Purpose: This peer-review committee is charged with implementing equitable faculty evaluation procedures and to advise the department chairs and the Dean as to the progress of individual faculty toward promotion and granting of tenure. Annually review, and revise as needed, the University's promotion and tenure guidelines (including those for post-tenure review and the clinical track and courtesy and/or affiliate faculty—see University [web site](#)). Coordinate dossier preparation and external review of dossier. Review and evaluate dossiers prepared by faculty, following the timetables and guidelines in the OSU *Faculty Handbook*, to support tenure and promotion consideration or post-tenure reviews when conducted (see University [web site](#)). Prepare a written evaluation of each candidate's dossier, including a recommendation for action, to be submitted to the Dean. Confirm that mentoring committees are established for junior faculty; and advise department chairs in assuring that appropriate orientation and mentoring of faculty occurs.

Chairperson: Appointed by the Dean
Composition: Four to five faculty at the rank of associate professor or above, with representation from each of the two academic departments will be nominated by the Executive Committee and elected by the faculty. Faculty from both the “tenure track” and the “clinical track” are eligible for membership. Other faculty, possibly from outside the College of Pharmacy, may be asked to assist with evaluations.

Ex-Officio: None
Staff Support: Executive Assistant to the Dean
Meeting Frequency: At least annually to review policies and procedures. As needed to assure that all faculty members are reviewed in the timelines and according to the procedures listed in the College Promotion and Tenure Guidelines

⁴ The student member advises on policies and procedures only and is not involved with reviewing student admission files.

PROMOTION AND TENURE COMMITTEE – DEPARTMENT LEVEL

Purpose:	This peer-review committee is charged with implementing equitable faculty evaluation procedures and to advise the department chairs and the Dean as to the progress of individual faculty toward promotion and granting of tenure. Review and evaluate dossiers prepared by faculty, following the timetables and guidelines to support tenure and promotion consideration or to satisfy post-tenure review requirements (see University web site). Prepare a written evaluation of each candidate's dossier, including a recommendation for action, to be submitted to the appropriate department chair. Conduct internal three-year reviews of faculty progression towards promotion and tenure and communicate outcome of review to the candidate and department chair.
Chairperson:	Appointed by the Department Chair
Composition:	Each departmental committee will consist of four or five faculty at the rank of associate professor or above will be nominated by the Department Chair and elected by the faculty. Faculty from both the tenure track and the clinical track are eligible for membership. Faculty from the other department in the College or, possibly from outside the College of Pharmacy, may be asked to assist with evaluations.
Ex-Officio:	None
Staff Support:	Departmental Administrative Supervisor
Meeting Frequency:	At least annually to review policies and procedures.

RESEARCH AND SCHOLARSHIP COMMITTEE:

Purpose:	Articulates and annually updates a vision for research and scholarship, in coordination with the College and departmental strategic plans. Sets specific scholarship goals and metrics as well as strategies for goal achievement. Fosters new research collaborations between faculty across departments within the College; with faculty in other academic, research, or industrial institutions in Oregon, nationally, or internationally. Help coordinate the review of research proposals for faculty prior to submission, toward the goal of providing useful mentoring and to assure compliance with University research standards. Organizes seminar programming as well as regular research "Work in Progress" meetings on both campuses. This Committee evaluates and determines internally funded project awards as well as searches out and offers faculty development programming to support the research mission.
Chairperson:	Associate Dean for Research
Composition:	Associate Dean for Research, four to five faculty with representation from the two departments.
Ex-Officio:	Faculty from other units on the OSU or OHSU campuses and the college's representatives to the OSU and OHSU Institutional Review Boards (IRB) for human subjects and animal review committees may be invited to participate, as appropriate
Staff Support:	Office of the Dean
Meeting Frequency:	Quarterly, or as needed.