

**School of Pharmacy Bylaws
Bouvé College of Health Sciences
Northeastern University**

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Article 1.0 Preamble**1.1 Philosophical tenets**

The School of Pharmacy (the School) strongly supports the mission of Northeastern University as a practice-oriented, student-centered, urban, research institution. The School is committed to the goals of the institution and the Bouvé College of Health Sciences (the College) which include excellence in education, excellence in research and scholarship, access to educational opportunity, and a strong professional orientation that includes the cooperative education model.

Mission Statement for the School of Pharmacy

Northeastern University offers a student-centered, practice-oriented education in a diverse urban environment. The School of Pharmacy in the Bouvé College of Health Sciences is dedicated to excellence in pharmacy education, research, service and the provision of pharmaceutical care. Undergraduate and graduate programs prepare students with knowledge, skills and values for careers in pharmacy practice and pharmaceutical sciences, as well as promote intellectual growth and lifelong learning. Through the generation and dissemination of new knowledge in research, and through community and professional service, the School will improve the health-related quality of life for society.¹

1.2 Governance statement

The Faculty of the School of Pharmacy share with the Dean of the School and the Chairs of the Departments the responsibility for the formulation of policies for the academic governance of the School, within the framework of the University and College Bylaws and under such directives and resolutions as the Board of Trustees may adopt or issue.

In addition, the following statements are vital to the shared governance of the School:

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

Faculty status and related matters are primarily a faculty responsibility; this area includes recommendations concerning appointments, reappointments, decisions not to reappoint, promotions, and the granting of tenure.

The chief academic officer of each unit (school dean and department chairs) should be selected by appointment following consultation with members of the specific and related units; appointments should be in conformity with the judgment of the members of the unit.

¹ Approved by School Faculty, December 2002

Article 2.0 Faculty**2.1 Definition**

The Faculty of the School of Pharmacy shall be comprised of:

2.1.1 Full-time teaching faculty² holding one of the following academic ranks within the units of the School or faculty members within Cooperative Education:

2.1.1.1 Professor

2.1.1.2 Associate Professor

2.1.1.3 Assistant Professor

2.1.2 Other voting faculty holding one of the following academic ranks within the units of the School

2.1.2.1 Clinical Faculty holding the following ranks:

2.1.2.1.1 Clinical Professor

2.1.2.1.2 Associate Clinical Professor

2.1.2.1.3 Assistant Clinical Professor

2.1.2.2 Co-operative education faculty

2.1.2.3 Assistant and Associate Deans not included above

2.1.2.4 Full-time lecturers and instructors

2.1.3 Professor Emeritus

2.1.4 Adjunct, visiting, research, affiliate and part-time faculty

2.2 Voting rights

Faculty holding voting rights within the School are identified in 2.1.1-2.1.2 above, consistent with Section V-B of the Faculty Handbook.

2.3 Responsibilities

Subject to the limitations set forth in Article 1.2, the Faculty of the School of Pharmacy, the Dean of the School, and the department chairs shall have specific responsibility for the following matters, subject to review and approval by the Provost and President, and in some cases, the Board of Trustees:

² Northeastern University Faculty Handbook

- 2.3.1 Educational policy and curricular development
- 2.3.2 Criteria for admission, progression, retention, and graduation of students
- 2.3.3 Criteria and recommendations for faculty appointments, promotions, and tenure
- 2.3.4 Recommendations for faculty development
- 2.3.5 Recommendations concerning the School budget
- 2.3.6 Recommendations for candidates for undergraduate and graduate degrees in the School
- 2.3.7 Approval of all educational programs offered in the School
- 2.3.8 Other matters as may be brought to its attention

Specific responsibilities are detailed in the Article 4: School Standing Committees.

Article 3.0 Units

Within the Bouvé College of Health Sciences, the primary responsibility for curriculum, maintenance of professional accreditation, budget management, faculty appointment, and faculty development to affect that curriculum exists at the structural unit of the profession (e.g. School of Pharmacy for pharmacy; School of Nursing for nursing, Department of Physical Therapy for physical therapy, Physician Assistant Program for physician assistants, etc). Each academic unit is responsible for ensuring that the policies and goals of its unit are aligned with the policies and goals of the College.

- 3.1 The Dean of the School of Pharmacy is the chief academic and administrative officer, the principal internal and external spokesperson for, and the representative of, the School and the profession of pharmacy. The Dean of the School reports to the Dean of the Bouvé College of Health Sciences.
- 3.2 The School of Pharmacy consists of two departments:
 - 3.2.1 Pharmacy Practice Department
 - 3.2.2 Pharmaceutical Sciences Department

The department chairs serve as the chief representatives of the respective departments.

Article 4.0 School Standing Committees

School standing committees are faculty working groups that are directed by and report to the faculty. Except as otherwise specified in these Bylaws, standing committee reports will constitute recommendations to the faculty and administration for their consideration and / or action.

The School standing committees set general guidelines that establish standards in the School. The standards will assure consistent and equitable consideration of issues related to faculty, curriculum, students, and resources throughout the School.

Full-time teaching and other voting faculty are eligible for membership on all committees except the Faculty Progression, Promotion, and Tenure Committee where full-time teaching status is required. Co-operative education faculty are eligible for committee election within the School as appropriate to their faculty appointment classification.

In accordance with article 4.0 of the Bouvé College of Health Sciences Bylaws, College standing committees review recommendations that originate at the professional unit to assure compliance with College policies and procedures, and then transmit their recommendations to the College dean (tenure and promotion) or faculty (curriculum). Particularly with regard to curricular issues, the college curriculum committee is to assure compliance with college standards and interdisciplinary guidelines. However, the educational content and professional value of a curricular recommendation is a function of the professional unit and not the college-level committee.

4.1 School Steering Committee

4.1.1 Charge / Responsibilities

To assist the Dean of the School in the examination and determination of policies, procedures, activities, and future directions of the School of Pharmacy.

4.1.2 Composition

4.1.2.1 Members of the Steering Committee

The committee will consist of 10 voting members: the Dean of the School, the Assistant Dean for Academic Affairs, the Chairs of the departments of Pharmacy Practice and Pharmaceutical Sciences, three elected faculty members (Sections 2.1.1. and 2.1.2) from each of the two departments, and the President of the Pharmacy Student Organization (PSO) or designee as a non-voting member. Elections will be held each spring. The Steering Committee can request additional faculty to assist with projects / activities as needed.

4.1.2.2 Chair of the School Steering Committee

The Dean of the School serves as Chair of the Steering Committee.

4.2 Bylaws Committee

4.2.1 Charge / Responsibilities

- 4.2.1.1 Develop the bylaws of the School to be consistent with University policies as stated in the *Faculty Handbook* and the Bylaws and stated mission of the College.
- 4.2.1.2 Evaluate and monitor current bylaws
- 4.2.1.3 Suggest and review proposed amendments to the bylaws as needed
- 4.2.1.4 Other charges identified by the School Dean.

4.2.2 Composition: The committee consists of 5 voting members: 2 elected from each department and the Dean of the School.

4.3 Faculty Research, Development, and Mentoring Committee

4.3.1 Charge / Responsibilities

- 4.3.1.1 Develop and monitor the core components of a School-wide mentoring program for tenure-track and clinical specialist faculty.
- 4.3.1.2 Identify faculty needs with regard to research and instructional development and propose strategies to promote faculty development across appointment categories
- 4.3.1.3 Promote independent and collaborative faculty research within the School, the College, and the University.
- 4.3.1.4 Nominate faculty for awards offered by the School, the College, the University and the professional organizations.
- 4.3.1.5 Other charges identified by the School Dean.

4.3.2 Composition: The committee consists of 7 voting members: 2 from the Department of Pharmaceutical Sciences, 2 faculty within the tenure track of the Department of Pharmacy Practice, 2 faculty within the clinical track, and the Dean of the School as an ex-officio member.

4.4 Admissions and Recruitment (Doctor of Pharmacy Program)

4.4.1 Charge / Responsibilities

- 4.4.1.1 Recommend academic admissions standards for the Doctor of Pharmacy program
- 4.4.1.2 Develop admissions criteria for students applying to the second and third year of the Doctor of Pharmacy program
- 4.4.1.3 Review internal and external transfer applications to the Pharm.D. program and make recommendations to the Department of Admissions
- 4.5.1.4 Other charges identified by the School Dean.

- 4.4.2 Composition: The committee consists of 6 voting members: 3 each from the two departments, and an administrative representative from the Office of Student Services as a non-voting member.

4.5 Academic Affairs Committee

4.5.1 Charge / Responsibilities

- 4.5.1.1 Develop, review, and modify academic policies and procedures as necessary with respect to progression standards, withdrawal policy, academic honesty and integrity.
- 4.5.1.2 Evaluate students with academic standing petitions and make recommendations to the Dean.
- 4.5.1.3 Develop policies and procedures concerning the functioning of this committee.
- 4.5.1.4 Other charges identified by the School Dean.

- 4.5.2 Composition: The committee consists of 8 voting members: 3 each from the two departments, a representative from the Division of Co-operative Education and the Assistant Dean for Academic Affairs as an ex-officio member. An administrative representative from the Office of Student Services will serve as a non-voting member..

4.6 Curriculum Committee

4.6.1 Charge / Responsibilities

- 4.6.1.1 Monitor national curricular trends, priorities, and guidelines for pharmacy education and make recommendations to modify the curriculum as needed
- 4.6.1.2 Evaluate and recommend to the School faculty undergraduate curricular revisions, additions, and deletions proposed by departments and the Assessment Committee
- 4.6.1.3 Evaluate and approve new courses; review course objectives to assure appropriate breadth and depth of content
- 4.6.1.4 Facilitate the implementation of College-wide and University-wide undergraduate curricular initiatives provided they do not conflict with national ACPE accreditation standards and they are compatible with the mission of the School
- 4.6.1.5 Other charges identified by the School Dean.

- 4.6.2 Composition: The committee consists of 9 voting members: the Chairs of the departments of Pharmaceutical Sciences and Pharmacy Practice, 2 faculty from each department, a representative from the Division of Co-operative Education, the appointed representative from the Pharmacy Student Organization (PSO) and the Assistant Dean for Academic Affairs as an ex-officio member. The following are non-voting members: the Dean, the Chair of the Assessment Committee and an administrative representative from the Office of Student Services.

4.7 Graduate Committees

4.7.1 Charge / Responsibilities

- 4.7.1.1 To develop School policies for academic graduate standards
- 4.7.1.2 To review and develop School-wide policies for recruitment, admission, progression, and completion of graduate studies
- 4.7.1.3 Review and monitor internal and external needs and recommend graduate programs and curricular changes for faculty review
- 4.7.1.4 Review and evaluate interdisciplinary, graduate health and health-related programs originating within and across schools and colleges
- 4.7.1.5 Review graduate applications associated with appropriate subcommittee and make recommendations to the College Office of Graduate Education
- 4.7.1.6 Other charges identified by the School Dean.

4.7.2.1 Graduate Committee for Pharmaceutical Sciences and Interdisciplinary Programs

Composition: The committee consists of up to 8 voting members (determined by the number of MS specializations): Director of the graduate program, the advisors for each of the MS specializations (currently interdisciplinary, pharmaceuticals and drug delivery, pharmacology and toxicology), a representative of the Center for Drug Discovery, two representatives from Pharmaceutical Sciences elected by the unit offering the graduate program, and a non-voting student representative from the program. The Director of this committee is appointed by the Chair of Pharmaceutical Sciences

4.7.2.2 Graduate Committee for Doctor of Pharmacy and Professional Programs

Composition: The committee consists of 5 voting members: director of the Pharm.D. graduate program, 4 representatives from the faculty at large and a non-voting student representative from the Graduate Pharm.D. program. The Director of this committee is appointed by the Dean.

4.8 Scholarship and Awards**4.8.1 Charge / Responsibilities**

- 4.8.1.1 When not specified, develop criteria for scholarships and awards
- 4.8.1.2 Solicit nominations from faculty and staff
- 4.8.1.3 Select awardees
- 4.8.1.4 Assist the Dean in identifying additional sources for scholarships and awards
- 4.8.1.5 Other charges identified by the School Dean.

4.8.2 Composition: The committee consists of 6 voting members: 3 from each department and a non-voting administrative representative from the Office of Student Services.

4.9 Professional Affairs**4.9.1 Charge / Responsibilities**

4.9.1.1 Identify possible activities and develop priorities and strategies for School of Pharmacy involvement in continuing education offerings, alumni activities, professional associations, community outreach, and public relations

4.9.1.2 Other charges identified by the School Dean.

4.9.2 Composition: The committee consists of 7 voting members: 2 from each department, President of the Alumni Association, the Director of Continuing Education, and the Dean of the School.

4.10 Assessment Committee**4.10.1 Charge / Responsibilities**

4.10.1.1 Monitor national trends, standards and guidelines for learning assessment and make appropriate changes to assessment procedures

4.10.1.2 Assess student learning and monitor achievement of identified competencies

4.10.1.3 Assess the student condition with regard to professionalism, campus, school, and community life

4.10.1.4 Make recommendations to appropriate bodies, including faculty and the Curriculum Committee, in response to assessment outcomes.

4.10.1.5 Assess outcomes of the academic program from the graduating class and alumni

4.10.1.6 Engage faculty in the assessment process

4.10.1.7 Other charges identified by the School Dean.

4.10.2 Composition: The committee consists of 9 voting members: 3 representatives from each department, a representative from the Division of Cooperative Education, the appointed representative from the Pharmacy Student Organization (PSO) and the Assistant Dean of Academic Affairs as an ex-officio member. The following are non-voting members: an administrative representative from the Office of Student Services, and the Chair of the Curriculum Committee.

Article 5.0 Ad hoc committees

The Steering Committee, other faculty committees, and the Dean of the School may appoint *ad hoc* committees as needed to complete a defined and limited task. At the completion of the task, the *ad hoc* committee is disbanded.

Article 6.0 Departmental Committees

The Departments of Pharmacy Practice and Pharmaceutical Sciences will have the following committees. Additional department-level committees may be established as needed.

6.1 Faculty Progression, Promotion, and Tenure Committee

6.1.1 Tenure Track Committee: Charge / Responsibilities

- 6.1.1.1 Establish department-specific criteria, consistent with the University's and College's procedures and criteria, for evaluation of faculty candidates for promotion and tenure
- 6.1.1.2 Evaluate tenure-track candidates for promotion and tenure and make recommendations to the Dean of the School
- 6.1.1.3 Conduct annual review of, and provide feedback to, provisional faculty

6.1.2 Tenure Track Committee: Composition: All tenured faculty in the department.

6.1.3 Clinical Faculty Progression and Promotion (with Department of Pharmacy Practice): Charge / Responsibilities

- 6.1.3.1 Conduct an annual review of, and provide feedback to, clinical faculty at the Assistant Clinical Professor level.
- 6.1.3.2 Develop criteria for promotion within the clinical track
- 6.1.3.3 Evaluate faculty in the clinical track for promotion and make recommendations to the Dean

6.1.4 Clinical Faculty Progression and Promotion Committee (within Department of Pharmacy Practice): Composition: The committee will consist of 5 full-time Department of Pharmacy Practice faculty including 2 tenured faculty, 2 clinical faculty at the rank of Associate Clinical Professor or higher, and one at large department faculty member at the appropriate rank. If insufficient faculty are available at the appropriate rank, the Dean in conjunction with the Pharmacy Practice Department Chair, will recommend the appointment of clinical faculty from other departments within the College.

6.2 Merit Review

6.2.1 Charge / Responsibilities

- 6.2.1.1 Develop additional department-specific criteria for merit review, consistent with the University's criteria, for faculty approval
- 6.2.1.2 Conduct merit review
- 6.2.1.3 Convey merit review results to the department chair
- 6.2.1.4 Other charges identified by the School Dean.

6.2.2 Composition: The committee consists of 3 voting members from the department. An alternative member is also elected to participate in the merit review when the merit of a committee member is being considered.

Article 7.0 General Policies and Procedures**7.1 Policies regarding School faculty meetings**

- 7.1.1 There shall be at least one meeting of the School faculty of the whole per semester.
- 7.1.2 The Dean of the School or the dean's designee will preside at the meeting of the School faculty.
- 7.1.3 Meetings will be conducted according to Robert's Rules of Order
- 7.1.4 A quorum is constituted by a majority of voting members.
- 7.1.5 The agenda for each School faculty meeting shall evolve from collaboration between the School Dean and faculty. It shall be distributed to the faculty one week in advance of the meeting. Items for the agenda must be presented to the Dean of the School prior to preparation and distribution of the agenda. Matters not included in an agenda may not be acted upon by the faculty without the agreement of at least two-thirds of the voting faculty present.
- 7.1.6 Action items, votes, and decisions thereof, shall be recorded in the minutes.

7.2 Policies regarding bylaws amendments

- 7.2.1 Amendments to the bylaws may originate in the Bylaws Committee, the School Steering Committee or by written petition of one-third of the members of the School faculty. Proposed amendments shall be referred to the Bylaws Committee which will distribute proposals in writing to the School faculty at least two weeks prior to the regularly scheduled meetings at which these proposals will be discussed. A majority vote of all eligible faculty of the School is necessary to ratify. Amendments to the bylaws will become effective immediately upon their approval unless the motion to adopt specifies a different time for adoption.

7.3 Policies regarding standing committees

- 7.3.1 The Dean of the School and all committee chairs will meet between May and September to develop charges for the subsequent academic year.
- 7.3.2 The committee chair and members of the School standing committee will meet to examine charges to the committee and establish meeting agendas and meeting times for the year. All committees are to have their first meeting prior to October 1 of each year and must meet at least 4 times / year or more frequently when committee business indicates.

- 7.3.3 The committee chair will report to the dean and faculty meetings throughout the year, or as appropriate.
- 7.3.4 The committee will file end of year report to dean and circulate to the faculty by the end of the spring semester. The end of year report will include recommendations for future action.
- 7.3.5 To ensure that all faculty have an opportunity to participate in the School committee process, faculty will be asked to self-nominate by selecting 4 standing committees, in order of priority, in which they would be willing to serve. School committee members will be elected based on ballots derived from these self-nominations and will in general consist of equal representation from the two departments of the School of Pharmacy. Elections will occur in the spring.
- 7.3.6 Within 15 days of the new committee elections, the individual chairing the committee during the academic year will call for a meeting to elect a new chair. Unless otherwise indicated, the chair will be elected by the membership of the respective committee and can serve as committee chair for no more than 2 terms. In consultation with the committee chair, the dean may appoint additional members to a committee as needed.
- 7.3.7 Steering Committee and the Dean of the School will meet to establish committee charges for the subsequent academic year.

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