## By-Laws of the University of Wyoming School of Pharmacy

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### APPROVAL SIGNATURES:

![Signature](signature.png)

*Linda Lynn Martin*  
Dean of the School of Pharmacy  
5-24-13 Date

### Notes:

- By-laws-July 1, 2013  
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BYLAWS OF THE SCHOOL OF PHARMACY
University of Wyoming

The vision of the University of Wyoming School of Pharmacy is to be sought after for the unique opportunities afforded by our high-quality pharmacy program.

The mission of the University of Wyoming School of Pharmacy is to develop pharmacy practitioners, conduct research, participate in scholarly activity, and provide service to improve medication use and overall health in frontier, rural and urban communities.

Statement of Values
The UW School of Pharmacy community is committed to supporting and promoting individual and collective excellence in teaching, research, service and pharmacy practice. We value responsibility, compassion, respect, and integrity in all endeavors.

PART I. PURPOSE OF THE GOVERNING PRACTICES

1. The purpose of these Governing Practices is to establish a body which represents the voice of the School of Pharmacy Faculty and to establish an effective vehicle for the needs and concerns of the Faculty to be presented for discussion and debate.

PART II. FUNCTIONS

2. The Faculty of the School of Pharmacy shall govern and supervise the School in accordance with these bylaws, and in accordance with UW Regulation 7-560, current revision, Regulations of the College of Health Sciences.

PART III. MEMBERSHIP AND VOTING ELIGIBILITY

3. The voting faculty shall consist of
   A. The Dean of the School of Pharmacy
   B. All tenure-track and clinical-track faculty
   C. Academic professionals responsible for instruction in the Doctor of Pharmacy program.

4. Ex Officio members of the faculty shall have the privilege of the floor, but may not vote
   A. Manager of Student Services
   B. Temporary faculty holding less than 50 percent appointment with the School
5. The Student Presidents’ Council (composed of the President of each class and each recognized student organization) shall work with the Faculty, Dean and Associate Dean of Academic and Student Affairs to provide the students’ perspective, but do not vote on issues relevant to this document.

PART IV. ACADEMIC APPOINTMENTS

6. Academic appointments to the School of Pharmacy will be in accordance with all University, College, and School regulations and procedures. Establishing rank and awarding tenure in the School of Pharmacy shall conform to the policies of UW regulations 5-803 (faculty), 5-408 (academic professionals), and 5-1 (Academic Personnel), current revisions, and College of Health Sciences statement on clinical faculty.

7. The Tenure and Promotion Decision Process shall conform to the policies of UW regulation 5-803, current revision.

8. Post-tenure review shall conform to UW Regulation 5-808, current Revision.

PART V. DEAN OF THE SCHOOL OF PHARMACY

9. The Dean of the School of Pharmacy [thereafter, Dean], as the presiding officer of the faculty, is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed to the successful completion of the role and mission of the School of Pharmacy. The Dean of the School of Pharmacy shall support and represent the teaching, research, and the recruitment and retention of qualified faculty members.

10. The Dean of the School of Pharmacy is appointed by the Board of Trustees upon recommendation of the President, and serves at the discretion of the Dean of the College of Health Sciences.

PART VI. OFFICERS AND OFFICER DUTIES

11. Associate Deans. The Associate Deans shall be responsible for their respective areas. The Associate Deans are faculty with additional duties for the purposes of this document.

   A. Associate Dean for Academic and Student Affairs. This administrative officer provides leadership, vision and direction for faculty and student success in the School. The position oversees the School’s faculty policies, procedures and relevant planning documents. This includes assuring that policies are present and in compliance with legal, University, and accreditation policies and guidelines. Duties include providing guidance and recommendations on faculty recruitment and development; summarizing teaching evaluations, and logistical management for clinical faculty sites. The Associate Dean also oversees student-related policies and procedures regarding student admissions, scholarships, academic standards,
progression and graduation requirements, and disciplinary procedures; assuring that policies are present and comply with legal, University and other relevant policies and guidelines. The Associate Dean is also responsible for the development and provision of student services, including activities which promote the professionalization of students, as well as supervision of the student services staff.

B. Associate Dean for Research and Outcomes. This administrative officer has the primary responsibility and authority for leadership and oversight of research/scholarly activity and programmatic assessment. The activities related to scholarly activity include mentoring for and evaluation of scholarly activity, review of grant proposals, assignment of research laboratories and equipment, and supervision of the animal care facilities and staff. The Associate Dean will oversee School research-related policies, assuring that policies are present and comply with legal, University and other relevant policies and guidelines. The Associate Dean monitors the budget as it relates to research and scholarly activity, within the scope of the overall School of Pharmacy funding. The activities related to programmatic assessment include responsibility for the School’s continuous quality improvement as guided by the programmatic assessment plan (which incorporates curricular assessment).

12. The Associate Deans shall be appointed by the Dean of the School of Pharmacy, with the affirmative recommendation and support of the faculty. Associate Deans serve at the discretion of the Dean.

PART VII. MEETINGS

13. Frequency. General meetings of the full Faculty shall be held at least once per academic semester and at such other times as the Dean may determine. Additional meetings of the Faculty may be held upon written request of 25% of the Faculty or upon call of an Associate Dean.

14. The Dean or a designee shall preside at all general meetings of the full faculty.

15. All meetings of the School general faculty and committees shall be open. The faculty and committees may go into closed session when confidential issues are to be discussed. The Tenure and Promotion, Admissions and Student Affairs committees, secondary to their charges, are closed unless declared open. A record of proceedings of open sessions shall be made available upon request.

PART VIII. QUORUM

16. A majority (50% +1) of the voting members of the School who are present shall constitute a quorum for general meetings of the full faculty. Members may be present through telecommunication methods.
PART IX. ORDER OF BUSINESS

17. All meetings of the Faculty shall be guided by the provisions of the Bylaws of the School and the most recent version of Robert’s Rules of Order, newly revised. Voting should be conducted in a manner such that faculty at distant sites have an opportunity to vote. Any written ballots include vote via electronic mail. The written and electronic votes shall be forwarded to the designated recorder who shall archive them for the record.

PART X. POLICIES

18. The need for a policy can be identified by a faculty member, committee, or administrator. Policy drafts to address the issue(s) can be prepared by faculty members, committees, an Associate Dean, or the Dean.

19. The draft policy is then sent to the committee(s) with jurisdiction over the issue necessitating the policy. After editing, the committee should seek review by the Associate Dean affiliated with the committee and/or the faculty; the Dean may also be consulted. The committee then brings the draft to the faculty as a whole for vote. During the faculty meeting, amendments to the draft policy may be proposed and voted upon. The Dean or designee presents objections, if any, before the vote. The version of the policy approved by the faculty is then sent to the Dean for approval. The Dean may approve the policy or send it back to the faculty for revision. The draft becomes active policy once the Dean and, if applicable, relevant Associate Dean sign the document.

PART XI. COMMITTEES

20. Standing faculty committees shall be created to represent the School Faculty in the governance of their affairs and to protect and promulgate faculty interests pertaining to the mission, role and functions of the School. The Faculty shall appoint the members of the Standing Committees established by these Bylaws. Each standing committee shall meet at least each academic semester. Committees shall make recommendations to the faculty and/or to the Dean of the school.

21. All voting Faculty are eligible for appointment to Standing Committees. Staff, students, and others may serve as appropriate, in a non-voting ex officio capacity. Committee Chairs shall be elected annually by respective committee members. To allow smooth transition of committee business, committee leadership should be composed of a chair-elect, chair and past-chair, when possible.

22. Tenure of Appointed Committees. Members of Committees shall be appointed to serve three years, starting with the faculty report date for the fall term or a mutually agreed upon date. Members may succeed themselves for one additional consecutive term. Should a representative be unable to complete a term, the Dean may fill that vacancy by appointment for the remainder of the term. The tenure of an ad hoc committee extends only until the first day of instruction of the ensuing fall term, unless a definite term is stated in the authorizing motion.
23. Standing Committees of the School of Pharmacy shall include, but not be limited to, the following: Admissions, Assessment, Curriculum and Instruction, Faculty Development, Safety, Space and Equipment, Student Affairs, and Tenure and Promotion Committees. Charges of Standing Committees shall be reviewed at least once each year by committee members, submitted to the Dean for comment, and approved by the faculty. Specific short term charges may be established as necessary by the committee, faculty or the Dean and Associate Deans. Each Standing Committee may appoint sub-committees as it deems necessary to conduct its business. The membership of sub-committees is not restricted.

A. Admissions Committee. (five faculty members, including the chair; and the following ex officio nonvoting members: Manager of Student Services, Student Services Assistant, and a student representative). This committee is charged with the following: review and evaluate the admission policies and procedures, identify areas of improvement in the efficiency, effectiveness, and/or equity of the admissions process, and make recommendations to the faculty; evaluate student applications and make recommendations to the Dean for admission. Composition of this committee will be held confidential.

B. Assessment Committee. (minimum five faculty including the chair; ex officio non-voting members are the Associate Dean of Research and Outcomes, data manager, and a student representative from each of the P2 and P3 classes). This committee is charged with identification and development of assessment methodologies; coordination of SOP assessment activities; evaluation of assessment data with recommendations to faculty and administration for curricular and programmatic change.

C. Curriculum and Instruction Committee. (Four faculty members (two science and two pharmacy practice) including the chair; a student representative from each of the P1-P3 classes and P4 students on rotation with a committee member and the Manager of Student Services or representative as ex-officio non-voting member). This committee is charged with evaluating proposals for new courses, course modifications, and course cancellations; periodically reviewing the curriculum; making curricular recommendations to the faculty and administration. The chair or a designee represents this committee in the College of Health Sciences Curriculum and Instruction Committee.

D. Faculty Development Committee. (minimum five faculty, including the chair and an experiential representative; two adjunct faculty as ex officio members). This committee is charged with identification and development of activities and resources to support faculty development, both for School of Pharmacy and adjunct faculty.

E. Safety Committee. (One faculty/staff member from each floor 1 thru 5, one office staff representative and includes the Chair/Safety Officer/Building Emergency Coordinator). This Committee is charged with motivating the faculty, staff and other
workers to actively comply with the safety regulations as put forth by the University of Wyoming Environment Health and Safety (EHS) Office (http://www.uwyo.edu/ehs/). The School of Pharmacy Dean is responsible for enforcement actions at the recommendation of the Chairperson. Each member of this School of Pharmacy is part of our team responsible for creating a safe and compliant School of Pharmacy. Each person is encouraged to rely on self-responsibility and self-compliance without being informed by the committee. In order to ensure that each floor is constantly monitored, the faculty/staff member that has the largest assigned lab square footage/number of students for that particular floor on which they reside is appointed by the University as the responsible safety committee member for that floor. Each of the building floor delegates will report issues to the Chairperson and the appointed delegate is charged with resolving the issue appropriately in a timely manner and reporting corrective actions to the Chairperson. This includes laboratory self-surveys and other paperwork required by the University EHS office. This paperwork once completed will be delivered to the Dean’s designated staff member for archiving and retrieval by EHS inspectors during inspections. Specific short-term charges may be established as necessary by the Committee; reports from these will be presented to the faculty. The Chairperson or any of the committee members may put forward issues with regard to safety directly to the Dean if they deem the issue of immediate importance. The safety committee via its Chairperson makes routine recommendations in regard to safety issues directly to the Dean of the School of Pharmacy. The Chairperson will also monitor for appropriate training on a quarterly basis using the PeopleSoft audit system put in place by the EHS office.

F. Space and Equipment Committee. (minimum three faculty members, including the chair, and an administrative staff member, ex officio). This committee is charged with the following: collection of equipment requests from faculty, and making recommendations to the Dean and Associate Dean of Research and Outcomes (as appropriate) regarding purchase and maintenance of equipment; maintenance of a School equipment list; assisting in preparation and review of multi-user equipment grant requests; making space assignment and building remodeling recommendations to the Dean and Associate Dean of Research and Outcomes (as appropriate).

G. Student Affairs Committee. (four faculty members including the chair; the following ex officio nonvoting members: Manager of Student Services, Student Services Assistant, and a student representative). This committee is charged with the following: review and recommendation of School student-related academic policies and procedures to the faculty; review of student petitions and appeals on subjects related to School student professional and academic policies and practices and make recommendations to the Dean; and to recommend candidates for scholarships, honors and awards to the faculty. Composition of this committee will be held confidential.

H. Tenure and Promotion Committee (All School tenured faculty, clinical track faculty at the Associate level and above, and academic professionals with extended terms; including a chair serving as designee of the Dean). This committee is charged with the following: reviewing and evaluating packets and voting on faculty and
academic professionals eligible for reappointment, tenure, and promotion; advising
the Dean on matters concerning reappointment, tenure, and promotion; establishing
School criteria for reappointment, tenure, and promotion (consistent with UW
Regulation 5-803, current revision, and College and School policy). All members of
the committee are required to vote unless excused by the above policies.

I. Special ad hoc committees of the Faculty may be authorized by majority vote of
the Faculty. The Chair and members of an ad hoc committee shall be nominated by
the Dean or a faculty member and elected by the faculty. The duties and
responsibilities of ad hoc committees shall be defined by the Dean or Associate Dean
in consultation with the faculty. Ad hoc committee functions shall not usurp the
functions, duties, or responsibilities of any standing committee.

PART XII. AMENDMENT OF POLICY AND BYLAWS

24. Bylaws may be amended at any regular or special meetings of the voting faculty by
ballot. Any faculty member may submit, via a written proposal, an amendment to the
bylaws. This written proposal (1 page maximum) shall include the proposed change,
how it shall be instituted and how it will increase the operational efficiency or improve
the School of Pharmacy or its mission. All actions of the faculty establishing policy
recommendations and/or changes in the Bylaws shall require an affirmative vote by a
two-thirds majority of all eligible voting members of the faculty. Written notice of by-
laws amendment and effect of the proposal shall be sent to each voting member at least
ten working days prior to the vote. Ballots may be cast electronically and all ballots will
be archived.

PART XIII. REAFFIRMATION

Reaffirmation or revision of these by-laws shall be instituted during the period April to
June 2015, regardless of amendments or revisions in the interim.

July 1, 2013