
BYLAWS OF THE UNIVERSITY OF ARIZONA R. KEN COIT COLLEGE OF PHARMACY

Preamble

The purposes of these bylaws are to assist in the orderly conduct and governance of the professional, graduate, and undergraduate affairs of the R. Ken Coit College of Pharmacy of the University of Arizona; to facilitate the performance of faculty duties and obligations; and to protect the rights and privileges of the faculty in accordance with the policies, rules, and regulations of the Arizona Board of Regents and the University.

It is the intent of these bylaws to assure close and harmonious collegial relationships among the faculty, student body, staff, and the administration of the college toward the accomplishment of common goals and objectives.

Article I. Name

The name of the organization will be the University of Arizona R. Ken Coit College of Pharmacy, hereinafter referred to as the college.

Article II. Organization**Section A. Composition**

1. The faculty constituency of the college is comprised of those faculty holding titles of lecturers, instructors, assistant professors, associate professors, professors, and those holding the same titles that are preceded by "adjunct," "clinical," "emeritus," or "research." Faculty eligible to vote on issues within the college will include those members of the faculty who have a college appointment of at least 0.5 FTE.
2. The staff constituency of the college is comprised of individuals hired as administrative and research staff.
3. The professional student constituency of the college is comprised of students enrolled in the professional curriculum.
4. The graduate student constituency of the college is comprised of students enrolled in the University of Arizona Graduate College and admitted through the Department of Pharmacy Practice and Science, the Department of Pharmaceutical Sciences, or the Department of Pharmacology and Toxicology.
5. The undergraduate student constituency of the college is comprised of students enrolled in the Bachelor of Science in Pharmaceutical Sciences program.

Article III. Faculty**Section A. Functions**

Subject to the powers and limits established by the university, college, departments, and the appropriate professional accrediting bodies, the faculty will be responsible for:

1. Setting the general standards for admission, continuing registration in, and completion of the academic programs in the college.
2. Developing, recommending, implementing, and evaluating the various educational, research, and service programs of the college.

3. Recommending students as candidates for degrees.
4. Supporting, enhancing, and protecting the academic quality of the programs, faculty, staff, and students of the college.
5. Protecting the rights and privileges of the faculty, staff, and students of the college.
6. Deliberating and advising the dean on all appropriate matters.
7. Formulating regulations, policies, and rules concerning academic and nonacademic conduct of students, including criteria for progression, grading, student honors, and means for handling infractions.
8. Investigating and conducting, upon request of the administration of the college, hearings on grievances and making findings and recommendations.
9. Participating in college (and department) committees. Rotation of individuals through all the various committees is desired in order to familiarize faculty with college governance. Thus, faculty are appointed rather than elected to standing and special committees.
10. Participating in the 5-year review of the dean of the college and their respective department head.

Section B. Titles

1. The order of faculty appointment from the highest to the lowest rank shall be: professor, associate professor, assistant professor, lecturer, and instructor. Faculty holding these titles may be tenured, tenure eligible, or career track.
2. Prefixes may be added to the rank designations. The titles “clinical,” “research,” “joint” “adjunct,” and “visiting” will signify a different focus of service to the college. The choice of the appropriate prefix shall be the responsibility of the department head to which a faculty is assigned and the dean in consultation with the faculty. An individual whose rank designation includes either the prefix “clinical” or “research” may be considered for promotion (the title of the new rank to include the modifier clinical, or research), but consideration for promotion is not required.
3. The college has a policy for review of faculty holding endowed chair.
4. Emeritus is a faculty title used to designate honorable recognition of a faculty member who has retired. The dean may recommend emeritus appointment for faculty to the President.
5. College administrator titles shall include dean, associate or assistant deans, and department heads.
6. Department administrators’ titles shall include department head for each of the academic units of the college.

Section C. Academic Freedom

The academic freedom afforded the faculty of the college shall be consistent with the rights and privileges approved by the Board of Regents of the University of Arizona, delineated in the university Handbook for Appointed Personnel or supplements reflecting current policies, including the University’s Guidelines for Shared Governance.

Section D. Other Privileges and Obligations

Policies and procedures concerning other faculty privileges and obligations such as travel, retirement, awards, enrollment in university courses, patents, and leaves of absence, including annual leave (vacation), sabbatical leave, sick leave, military leave, and leave without pay, shall be consistent with university policy and consonant with all applicable laws. The administration of the college shall maintain, and make available to the faculty of the college, copies of all policies and procedures incumbent upon the faculty, and it shall be the responsibility of each member of the faculty to become conversant with such policies and procedures.

Article IV. Students**Section A. Professional Student Council**

The Professional Student Council is an assembly of class representatives elected from the students enrolled in the professional program and of the primary office holder of the various pharmacy student organizations. It serves as the liaison and communication link between the pharmacy students and the college administration. As a body of constituent representatives, the council contributes to the coordination and conduct of activities and matters related to interests of the college and the University of Arizona.

Section B. Graduate Student Council

Students in each of the graduate program tracks will elect a representative to the Graduate Council. These track representatives will serve as the college Graduate Student Council and will act in an advisory role to the Graduate Council, a standing committee. The Graduate Student Council will elect one of its members to serve on the University's Graduate and Professional Student Council and to attend faculty meetings when invited.

Article V. Staff

Staff with diverse job descriptions are employed by the college largely in support of its operation and function.

Article VI. Administration**Section A. College**

1. The dean is the chief representative and executive administrative officer of the college. The dean has general administrative authority over all college affairs. Their responsibilities relate to strengthening the college and its programs to accomplish the primary goals established for the college, designating departments and other organizational concerns, and articulating the value of the programs of the college to the university and to the professional and at-large community. The dean recommends all faculty promotions and tenure to the Provost, after receiving recommendations from the college's Faculty Status Committee and the respective department heads. The dean appoints the associate and assistant deans, directors, standing committees and their chairpersons and other college committees. The dean appoints the department heads in the college with the assistance and recommendations from designated search committees. The dean appoints the department heads following the requirements for faculty involvement in the selection process set out in the University's Guidelines for Shared Governance and the related

Memorandum of Understanding. The dean reviews department head performance on a yearly basis in accordance with university guidelines and procedures.

2. In the absence of the dean, the presiding officer of the college shall be an associate dean or assistant dean designated by the dean or a senior administrator of the university.
3. The dean, the associate and/or assistant deans, and department heads shall hereinafter be referred to as the college administration.

Section B. Departments

1. Each department shall have a department head who shall have administrative responsibility for that unit and shall represent the department in relations with other departments of the college.
2. The department head shall provide leadership in all matters of policy determined by the faculty of the department and shall be responsible for administering the affairs of the department in accordance with these policies and those of the faculty of the college and in accordance with general university policies. The department head is responsible for defining department missions in terms of the college goals and priorities.
3. It is the responsibility of the department head, either directly or through delegation to committees, and subject to the authority of the dean, to make decisions on such matters as, but not limited to:
 - a. Establishing policies for expenditures from the department budget.
 - b. Approving class schedules for the department.
 - c. Assigning teaching responsibilities to the department faculty.
 - d. Setting the time and frequency of department meetings during the academic year.
 - e. Making recommendations, with appropriate departmental faculty input, for annual performance review, increases in salary, promotion, new and continuing appointments, and tenure.
4. The department head is responsible for representing the department during the process of formulating the college budget, informing department faculty of the budget outcome, and, when necessary, determining final department budget allocations after considering the needs of the department members. It is the responsibility of the department head to ensure the faculty have input in the administrative decisions regarding utilization of college resources, to maintain accountability for administrative decisions affecting resources and the setting of college priorities, and to enhance cooperation among the departments.
5. Each department head may, with proper administrative approval, appoint from the voting faculty of the department an individual who shall act for the department head in their absence. They may also appoint an assistant department head, if deemed necessary.
6. Departmental standing committees shall be appointed for each of the college's departments by the respective department head. These committees will be comprised of departmental faculty and, where appropriate, staff, students and/or ad hoc members. These advisory committees provide input on policy or action matters on topics that may include, but are not limited to, course coordination, resource and space planning, faculty status, and research/ graduate affairs.

Section C. Centers

1. An academic organizational unit that emphasizes research (e.g., toxicology, pharmacoeconomics) and/or public service (e.g., poison and drug information) may be established and recognized as a center within the college in accordance with guidelines established by the Arizona Board of Regents ABOR Policy Manual. The center would reside administratively within the college; however, research, service, and instructional activities will reflect multidisciplinary and university-wide collaboration.

Article VII. College Governance

Section A. Faculty Meetings

1. Meetings of the faculty of the college will be of two types: regularly scheduled meetings and specially called meetings.
2. The dean of the college will preside at meetings of the faculty. In case of absence of the dean, an associate or assistant dean will preside as designated by the dean.
3. A person designated by the dean will record and distribute the minutes of the faculty meetings.
4. The following rules will govern the conduct of meetings:
 - a. Both voting and nonvoting members of the college faculty may attend faculty meetings. Other individuals may be invited to attend.
 - b. The president of the Professional Student Council, the student representative of the Graduate Student Council, and staff who are not members of the faculty may ask or be invited to attend meetings as observers and may be granted the privilege of the floor in accordance with rules established by the faculty.
 - c. Notification and agenda of regularly scheduled meetings of the faculty will be distributed to all faculty at least one week in advance from the Office of the Dean. Meetings will be held at least twice during each regular academic semester.
 - d. Faculty will receive notification of specially called meetings and the agenda at least 24 hours in advance. A specially called meeting may be called in any one of the following ways: by the dean, by a standing committee, or by written request of ten percent of members of the voting faculty.
 - e. Motions to be voted upon by the faculty can only be introduced in regard to business items actually appearing on the agenda.
 - f. Minutes of all meetings will be distributed from the Office of the Dean within two weeks of the meeting to each faculty member and such other persons as designated by the dean.
5. The following rules will govern voting:
 - a. A majority (greater than 50 percent) of the voting members of the faculty will constitute a quorum. Decisions of the faculty will be reached by a majority of the voting members at any properly called meeting with a quorum present.
 - b. Voting will normally be by show of hand, but any faculty member present may call for a vote by secret ballot to be taken during the meeting. Voting may also take place by electronic means such as by email, electronic survey, web-based voting or by any means available.

Section B. Parliamentary Authority

Except when otherwise provided in the bylaws, all procedures will be in accord with Robert's Rules of Order, revised.

Article VIII. University Governance

Section A. Representatives

The college representative and any alternates to the Faculty Senate shall be elected by the college faculty from among individuals who are recognized by the university as having rights to vote in such election.

Section B. University Faculty Senate Representation

1. The duties of the representative shall be to represent the college in deliberations of the Faculty Senate.
2. In the absence of the representative, the alternate may be appointed as representative pro tem by the regular representative or, in their failure to do so, by the dean of the college. The alternate may only serve in an observer role in accordance with Faculty Senate Bylaws.

Section C. Appointment, Promotions, and Tenure

1. Appointment
 - a. Recommendations for full-time, benefits-eligible faculty appointment, if supported by the department faculty, department head, and dean, will be transmitted through the appropriate channels to the Provost of the university.
 - b. After approval by the Provost and final approval by the Board of Regents, letters of appointment by the president of the university and the appointee's letter of acceptance, together with other documents specified by university policy, shall constitute a contractual agreement.
 - c. Recommendations for unpaid appointment (e.g., clinical instructor) and unpaid joint appointment at their current academic level for faculty whose primary appointment is in another college at the University of Arizona shall be made by the department head.
2. Promotion and Tenure
 - a. Annually, the department head of each academic unit shall submit to the dean all recommendations for promotion of faculty members in their department with full-time, part-time, and voluntary appointment.
 - b. Guidelines and procedures for promotion and tenure are found in the current University Handbook for Appointed Personnel (UHAP) of the University of Arizona.

Article IX. Standing Committees

Standing committees are appointed by, and, unless otherwise specified, are advisory to the dean of the college. The chair of each committee will be appointed by the dean annually unless otherwise specified. It shall be a policy of the college to rotate membership of standing committees whenever feasible. The dean or his/her designate serves as an ex-officio member of each standing committee without voting rights. Committees will meet as often as required to conduct committee business. Committee recommendations shall be circulated to the faculty at

least one week in advance of their presentation to a faculty meeting. Committees shall keep minutes of their meetings and attendance, which shall be available on request to any member of the faculty, except for the Faculty Status Committee confidential meeting minutes or reports. Representatives to standing committees will be named prior to the first meeting of the academic year.

The college standing committees will include the following:

- Admissions
- Curriculum
- Faculty Council
- Faculty Status
- Research Affairs
- Teaching, Learning, and Technology
- Scholarship and Awards
- Assessment
- Graduate Council
- Space
- Academic Progression

The standing committees will function according to the purposes outlined below. Such committees will deal with policy or action matters of continuing concern to the faculty. Each committee will file a written report each May with the dean of the college.

Student and staff representatives appointed to committees may vote on all matters that fall within the purview of the committee on which they serve.

Section A. Admissions Committee

Purpose: The Admissions Committee evaluates the qualifications of applicants and recommends candidates for admission to the college. It recommends policies, procedures, and requirements for admission, evaluates the criteria and methods used for appraisal and selection of applicants, and solicits the help of faculty and students with regard to the interviewing of applicants.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment

Duration of appointment: No limitation

Section B. Curriculum Committee

Purpose: The Curriculum Committee conducts systematic examinations of the present professional practice curriculum to identify material no longer relevant to the college goals, material not adequately covered in the curriculum, and needed additions to the curriculum. It develops and revises the curriculum as needed for the pre-professional and professional program and presents these to the faculty for consideration. The committee is also charged with reviewing and evaluating the educational program objectives of the college.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No more than 3 consecutive years except for the chair.

Section C. Faculty Council

Purpose: The Faculty Council serves to provide a voice for the faculty in the governance of the college and is advisory to the dean. The council will regularly consult with the dean and leadership of the college and invite them to attend meetings to offer input when necessary.

Member nomination/appointment: Nominated and voted by faculty.

Duration of appointment: 3-year staggered terms with one member from each department rotating off annually.

Section D. Faculty Status Committee

Purpose: The Faculty Status Committee serves as an advisory committee to the Dean of the college. The committee will make recommendations to the dean with regard to faculty qualifications for appointment, promotion, and tenure. The committee serves to assure that the procedures for appointment, promotion, and tenure are conducted in accordance with the Faculty Personnel Policies and Procedures of The University of Arizona and the Arizona Board of Regents conditions of faculty service.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section E. Research Affairs Committee

Purpose: The Research Affairs Committee endeavors to ensure the success of the research and scholarly activities undertaken by the College. The committee assimilates research needs and directions for the college, evaluates and recommends research instrumentation or research personnel needed to fulfill the research missions of the College, and reviews research awards for the graduate students.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section F. Teaching, Learning, and Technology Committee

The Teaching, Learning, and Technology Committee is responsible for evaluating the teaching and learning methods employed in the college and determining opportunities to enhance teaching and learning through innovative methods, including the use of technology. The committee will also make recommendations for implementing computer information technology into the instructional, research, service, and administrative activities of the college. This committee considers the needs for specific courses employing technology and innovative teaching methods; determines when technology could facilitate college functions; reviews information systems needs in the college; enhances computer literacy among the faculty, staff and students; and identifies educational and other resources that can be utilized for accomplishing the educational mission and goals.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section G. Scholarship and Awards Committee

Purpose: The Scholarship and Awards Committee advises on professional and graduate student scholarship awards, special recognition, and honors (but not research funding awards). The committee participates in the planning and implementation of commencement convocation, develops criteria for acceptance and/or rejection of awards, identifies and acknowledges donor contributions. The committee is also responsible for identifying and nominating distinguished college alumni and other external constituents who should be recognized by the college and university.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section H. Assessment Committee

Purpose: The committee is responsible for advising the dean and college on assessment steps to continuously improve the effectiveness of all its programs toward meeting its vision, mission and values. The committee will assist, in an advisory capacity, department heads and departmental evaluation committees in the annual review of college-wide performance in meeting goals and objectives.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No more than 3 consecutive years except for the chair.

Section I. Graduate Council

Purpose: The council is responsible for oversight of the graduate programs in the College of Pharmacy, including faculty membership in the graduate programs, recruitment plans, graduate program policies and procedures, and review board for graduate student performance and grievances. The council will appoint faculty subcommittees for the various program tracks to address recruitment, admissions, curricula, and student progress.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section J. Space

The Space Committee is responsible for recommending allocation of physical space to units and faculty within the college.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section K. Academic Progression

Purpose: The Academic Progression Committee is responsible for reviewing the academic progress of professional students at the completion of each semester. The committee informs students in writing of academic deficiencies and provides an action plan to remediate their academic deficiencies before they are allowed to progress through the professional curriculum.

Member nomination/appointment: Appointment by Associate Dean of Academic Affairs and Assessment.

Duration of appointment: No limitation.

Section L. Other Committees of the College

The dean of the college shall have the power to appoint and dissolve, as occasions arise, ad hoc committees that address focused issues including, but not limited to, budget, student affairs, research, and accreditation. The composition and charge of such ad hoc committees shall be designated in writing by the dean.

Other committees of the college include the following:

- Diversity and Inclusion
- Professionalism
- Wellness Program

Article X. Bylaws Adoption and Amendment

Section A. Adoption

These bylaws of the college and subsequent revisions shall become effective (a) following adoption by the voting faculty of the college and (b) following approval by the provost and the president of the university.

Section B. Amendment

1. Any voting faculty member may offer an amendment(s) to an article(s) or section(s) of the bylaws. Proposed amendments to the bylaws shall be circulated to members of the faculty at least one month prior to any meeting at which they will be considered. Amendment(s), and rationale therefor, shall be stated specifically and so transcribed in the minutes of the faculty where that is proposed. The proposed amendment(s) may be discussed fully at the meeting, but no vote shall be taken.
2. The dean and the college's Faculty Council shall study the proposed amendment(s) and the supporting rationale. The Faculty Council will consult with the dean on the operational consequences of the proposed revision. Fourteen days before the next scheduled faculty meeting, the conclusions reached by the dean and/or committee regarding the operational consequences of the proposed amendment(s), together with the original amendment(s) as proposed, shall be distributed to each faculty member. At the meeting, the dean will verbally recapitulate, prior to the vote, the operational consequences of the proposed amendment(s). The amendment(s) will then be voted on by secret ballot. A two-thirds majority of voting faculty shall be required to change any bylaw. Faculty approval or disapproval of the amendment(s) shall be recorded in the minutes of the faculty meeting where the balloting occurs or in the minutes of the next faculty meeting if voting occurs remotely.
3. Any amendment(s) thus approved by the faculty shall be transmitted by the dean through the appropriate administrative channels to the provost of the university.
4. The amendment(s) in such form as may be approved by the provost of the university shall be the enabling act creating such amendment(s) as functional part(s) of the bylaws. These shall thereafter be the regulations governing the organization, procedures, and policies of the faculty of the college.
5. Should changes in the bylaws be made necessary or mandatory by events outside the college, the faculty of the college shall be given the opportunity to consider the required amendment(s) and to make recommendations regarding these amendment(s) or to make alternate proposals that meet the necessary or mandatory requirements.

Section C. Updates

The Office of the Dean will ensure that the bylaws are periodically reviewed and updated as needed and will make certain a current copy is always available through an accessible medium.

Bylaws previously approved by the faculty of the R. Ken Coit College of Pharmacy on July 17, 1992; Article V. approved on August 22, 1995; Revision of Article VI. Section A: 4, 5 approved on October 3, 1996. Revision of Article IV, Section A-3; Article IX; Article IX Sections C, D, and H; approved on November 21, 2003. Revisions throughout the document approved by the faculty on August 18, 2010, November 16, 2012, May 2, 2017, June 12, 2017 and November 16, 2020. Updated document to the newly renamed R. Ken Coit College of Pharmacy, December 8, 2022.