

**University of Kentucky
College of Pharmacy**

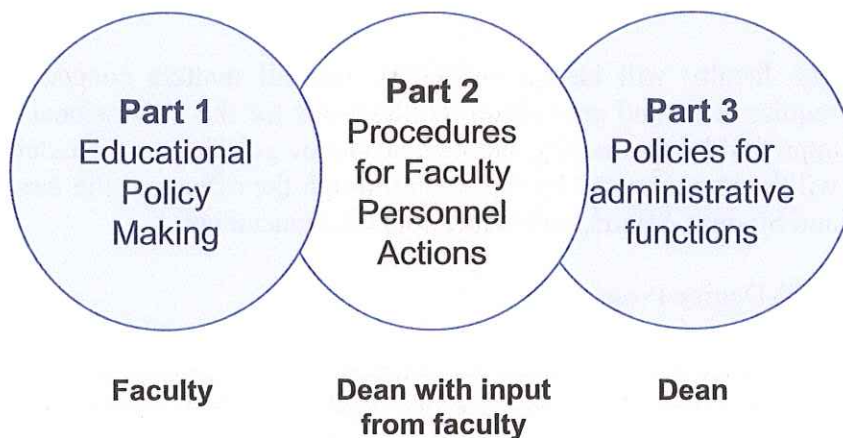
RULES OF SHARED GOVERNANCE

Part 1 RULES OF SHARED GOVERNANCE

I. PREAMBLE

The purpose of these governing policies is to promote efficient and effective conduct of the mission of the College of Pharmacy. These rules are intended to be consistent with the Governing Regulations (hereafter referred to as GR) and the Administrative Regulations (hereafter referred to as AR) of the University of Kentucky which are incorporated by reference in this document. This governance document is adopted by the faculty of the College to provide an authorized framework for effective College functioning.

Organization of the Document. In addition to the Preamble, the Mission, Vision and Values Statements and the Academic Structure of the College, the Rules of Shared Governance Document contains three core elements or parts. These readily identify the responsibilities of the faculty and those procedures and policies that are the responsibility of the Dean and delegated administrators of the College.



II. MISSION, VISION, VALUES

- A. Mission
As a flagship unit of the University of Kentucky, the College of Pharmacy creates knowledge and develops pharmacy practitioners and research scholars to improve patient outcomes and human health.
- B. Vision
To be the premier College of Pharmacy in the world, excelling in innovative pharmacy education, research, practice, and leadership.
- C. Values
The College of Pharmacy values and actively fosters integrity, professionalism, academic excellence, academic freedom, mutual respect and human dignity; diversity in students, staff, and

faculty; personal and institutional responsibility and accountability; shared governance; a collegial community; sensitivity to work-life concerns; civic responsibility; and service to society.

III. ACADEMIC STRUCTURE

A. PROFESSIONAL PROGRAM (PHARM.D.)

1. Description

The College of Pharmacy offers a four-year program leading to the Doctor of Pharmacy (Pharm.D.) degree. This program is fully accredited by the Accreditation Council for Pharmacy Education and adheres to the Standards set forth by that agency.

2. Curriculum

The College will accomplish its educational mission through a curriculum that provides a structured sequence of learning experiences that guides students in becoming professionals sufficiently competent to enter the general practice of pharmacy. The program is designed and implemented to educate a pharmacy practitioner who can provide patient-centered care and to develop in that individual a commitment to lifelong learning.

3. Decision-Making

The faculty will have jurisdiction over all matters concerning curriculum, admissions requirements and graduation requirements for the Professional Program of the College. If approved by the faculty, all such academic policies, to the extent administratively feasible, will be implemented by the Dean through the offices of the Associate Deans for Academic and Student Affairs, and Educational Advancement.

4. Dual-Degree Programs

The Office for Academic and Student Affairs provides primary support for dual degree programs, including interfacing with existing programs as well as proposed options. Registrar functions associated with the dual degree programs (e.g., academic credit, academic records) are maintained by the Office of Academic and Student Affairs. Each dual degree program will have a designated faculty contact person with detailed knowledge of the program of study who serves as a liaison for students enrolled in particular dual tracks.

B. GRADUATE PROGRAM (M.S., Ph.D.)

1. Pharmaceutical Sciences Graduate Program

The University of Kentucky Graduate School currently recognizes one established program in the College of Pharmacy called the "Pharmaceutical Sciences" Graduate Program. Although it shares the same name with one of the Departments it has a broader faculty membership.

The Pharmaceutical Sciences Graduate Program awards Master of Science degrees and Doctor of Philosophy degrees within four tracks. The four tracks are: drug discovery, drug development, clinical and experimental therapeutics, and pharmaceutical outcomes and policy. The Director of Graduate Studies (DGS) has administrative responsibility for this program. In this role, the DGS reports to the Dean of the Graduate School and the Chairs of the two departments – Pharmaceutical Sciences, and Pharmacy Practice and Science. The Chairs and DGS will work with the various deans regarding fiscal issues such as teaching assistantships and graduate assistantships and awards. There is also a strong support relationship between academic operations with the offices of Academic and Student Affairs, and Educational Advancement. The Graduate Program Coordinator for each track will report to the Director of Graduate Studies and their respective Chairs. *APPENDIX I* describes the graduate program and the roles, responsibilities, and reporting functions of the program.

C. Academic Departments

The College of Pharmacy is organized into two primary subunits, the Department of Pharmaceutical Sciences (PS) and the Department of Pharmacy Practice and Science (PPS). This re-organization from divisions was approved by the University of Kentucky Senate on November 10, 2003, and approved by the Board of Trustees on January 27, 2004. Each department is led by a Chair. Departments conduct routine reviews and analysis of needs which are used to determine budget requests on an annual basis. Budget requests are submitted to the Dean and considered in conjunction with College priorities and strategic planning.

IV. RULES FOR FACULTY EDUCATIONAL POLICY MAKING

Each College Faculty of the University is encouraged to participate in the collegial system of shared governance. The College Faculty is the educational policy-making entity of the College. College educational policy is subject to approval of the appropriate governing bodies of the University.

A. Faculty Membership

The Faculty of the College of Pharmacy shall consist of the Dean; all Associate and Assistant Deans; and all personnel having the rank of Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor. The Faculty shall be composed of a voting Faculty and a non-voting Faculty.

1. The Voting Faculty shall consist of the following full-time employees in the College of Pharmacy: the Dean, Associate and Assistant Deans, and faculty in the rank of Professor, Associate Professor and Assistant Professor in Regular, Special and Clinical Title series.

NOTE: "Faculty employees with administrative assignments at or above department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (for example, but not limited to, Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council)." [HR 4.1]

The Voting Faculty may grant voting privileges to others who contribute significantly to the professional education mission of the college. A list of individuals to be granted voting rights will be proposed by the Chair of the departments. The list will be vetted through the Faculty Council and presented at the first college faculty meeting of the year for a majority vote by the Voting Faculty.

2. Non-voting Faculty shall consist of Instructors, Lecturers, Senior Lecturers, all Research Title Series Faculty and all part-time (<75% employment in the College of Pharmacy) Faculty in Regular, Special and Clinical Title Series including Post-Retirement, Emeritus and Adjunct Faculty. Non-voting Faculty also includes Faculty with Joint Appointments whose primary appointments are outside the College of Pharmacy as well as Visiting Faculty and Voluntary Faculty. These persons are encouraged to attend Faculty meetings where they shall have the right of the floor, but shall not have voting privileges.

NOTE: On matters related to the Graduate Program in Pharmaceutical Sciences, the membership and voting privileges are established by the Graduate School.

B. Faculty Officers

1. Dean

The Dean shall lead the College Faculty, but may delegate certain administrative functions. The Dean delegates the oversight function of faculty meeting to the Faculty Secretary. Other administrative functions have been delegated to others as outlined in Part 3 (VI).

2. Faculty Secretary

The Faculty Secretary shall be elected annually from among the voting faculty. The major duty of the Faculty Secretary relates to oversight of faculty meetings and faculty elections.

C. Meetings

1. Scheduling

The Faculty shall hold regularly scheduled meetings at least four times during each academic year. If there are changes in the schedule for regular meetings, at least two weeks prior notice shall be given to the Faculty. Special faculty meetings may be called at the discretion of the Dean or by the Faculty Council.

At the end of the Academic Year, the Faculty Secretary shall prepare a list of potential dates for Faculty meetings during the upcoming year. These dates will be spaced appropriately during the year and reviewed/adjusted by the Executive Council to avoid potential conflicts with national meetings, other college functions, the Dean's commitments, etc. Potential dates will be approved by the Dean and be made available to the Faculty at the first Faculty meeting of the Academic Year with the understanding that meetings may be cancelled, moved or additional meetings added.

2. Agenda

The Faculty Secretary shall draft agendas in consultation with the Faculty Council (IV.D.2) and the Dean. Individual faculty may submit items for the agenda to the Faculty Secretary.

A meeting announcement and agenda for each regular and/or special called meeting shall be distributed to each Faculty member at least two days prior to the meeting. The meeting announcement may contain additional information as needed for advance study by the Faculty.

The order of business at each regular meeting shall be:

- a. Call to Order
- b. Approval of the Minutes of the Last Meeting
- c. Report from the Dean or Dean's designee
- d. Reports of Committees
- e. Old Business
- f. New Business
- g. Announcements
- h. Adjournment

3. Quorum

A quorum shall consist of more than one-half of the eligible voting members and is required for official Faculty action.

4. Voting

All voting will be conducted at Faculty meetings by voice or hand. Outside the Faculty meeting, confidential voting will take place by paper or electronic ballot. Approval of policy matters will require a majority vote of the faculty voting.

All issues to be considered for a vote by the Faculty must be presented at a College of Pharmacy General Faculty meeting. The Faculty should be notified at least 7 days before the scheduled meeting of any substantive issues to be discussed that relate to a subsequent vote. Voting will not occur less than 10 days after the Faculty meeting in which the issue to be voted on was discussed.

5. Minutes

The Faculty Secretary, with the assistance of a Recording Secretary appointed by the Dean, shall prepare minutes of the meetings. Minutes will be reviewed by the Faculty Council, approved by the Dean and distributed to the Faculty prior to the next meeting. The Office of the Dean will maintain a record of Faculty meeting minutes. Minutes will be acted upon at the next meeting of the Faculty.

6. Parliamentary procedures

Except where otherwise provided in this governing document, the most recent version of Robert's Rules of Order Revised shall be followed.

D. Committee Structure

1. Charge to the College Faculty for responsibilities over educational policy making

Within the limits established by the *Governing Regulations, Administrative Regulations, University Senate Rules, and Rules of the Graduate Faculty* of the University, the faculty of a college shall determine the educational policies of that college, including primary responsibility for the development of policies on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, and service functions, to the extent that the responsibility has not been delegated to a department.

2. College Faculty Council

a) Mission Statement

The mission of the Faculty Council of the College of Pharmacy is to provide leadership for shared faculty governance. Faculty Council members are advocates of the rights and responsibilities of the College of Pharmacy faculty.

b) Function:

The Faculty Council represents the faculty and serves as:

- i. a voice of the faculty.
- ii. an advisory committee to the Faculty and the dean.
- iii. a channel for communication between the faculty, the dean, the University Senate and University administration.

c) Membership:

The Council shall consist of seven elected members of the Faculty.

- i. Two tenure track PS faculty (staggered terms)
- ii. Two tenure track PPS faculty (staggered terms)
- iii. Three at large faculty (including all voting members of the College)
- iv. Faculty Senator serves as ex officio unless elected to Faculty Council

The Dean, Associate and Assistant Deans, and Department Chairs shall be ineligible to serve as elected members of the Council.

Members shall serve 3 year terms that are staggered such that two or three members are elected each year.

d) Election:

Nominations shall be conducted by the Faculty Council and elections shall occur in the spring semester. All College faculty members who have voting rights are eligible to vote. New members shall assume office July 1 or, in the event of vacancies, immediately after election.

e) Officers:

The Council shall elect a Vice-Chair (from first year members) at its first meeting after an election. In the second year, the Vice-Chair will become Chair. Election shall be by a simple majority (4 or more) of the members.

f) Responsibilities of the Faculty Council:

- i. Represent the College Faculty to the administration on matters of collective interest, issues and professional well-being and serve as the faculty advisory committee for the college.
- ii. Seek faculty opinion and, where appropriate, speak on behalf of the Faculty.
- iii. Serve as an avenue by which faculty members can register opinions, views and issues and provide a channel of communication among the faculty and with the Dean and College Executive Committee.
- iv. Serve as a liaison between the Faculty and the dean and provide a representative opinion or recommendation on matters brought before the council.
- v. Consider matters that need to be brought before the Faculty, make recommendations and, when appropriate, call for action by the Faculty body. For matters where action by the College Faculty body is warranted, the Council shall make recommendations, but ultimate action shall be by a College Faculty vote.
- vi. Review and provide input on matters of procedure and policy regarding faculty rights and responsibilities.
- vii. Prepares slates for all faculty representatives to University Senate, HCCC, AACP, Honor Code Committee, and other College based nominations as necessary. Elections will take place by secret ballot.
- viii. Identify appropriate faculty candidates for awards and recognitions (college, university, civic, or professional organizations).
- ix. Endorse committee membership of Faculty committees (Section IV.D.3).

g) Meetings:

- i. The Faculty Council determines how frequently to assemble, but in order to discharge its responsibility it will meet at least monthly, on the call of the Chair or upon request of a majority of the members of the Council.
- ii. Four of the voting members of the Council will constitute a quorum.

3. Standing Committees of the Faculty

Membership of committees for educational policy making are the purview of the College Faculty. The Faculty of the College of Pharmacy may appoint committee membership, submit a list of membership to the Dean or delegate authority for membership and chair selection of these committees to the Dean. Members of all educational policy making committees are appointed annually by the Dean's office after consultation with the Executive Council and consideration of preferences expressed by faculty members. The Faculty Council will provide input and oversight of this selection process. Terms of appointment shall be specified within the standing operating procedures established by such committees and approved by the Faculty Council. Both departments and involved constituencies (e.g., Pharm.D. students, graduate students, residents, staff, alumni) shall have representation on appropriate standing committees. The committees will meet from September 1st to August 31st. Accountability for the committee is the responsibility of the Committee Chair in conjunction with the Dean, or Dean's delegate, to whom a particular committee is assigned. The delegated Dean will facilitate assignment of charges, oversee accomplishment of committee responsibilities, and provide feedback to the Department Chairs on the quality of faculty participation.

The scope of responsibility, committee composition, meetings, member roles & voting, minutes & reports, and committee resources are outlined in the Standard Operating Procedures (*APPENDIX 2*) for each of the Standing Committees. Actions (Recommendations) of standing committees reporting to the Faculty are approved by a majority vote of the faculty. Standing committees report at least annually at a Faculty meeting.

a) Academic Performance (Professional Program)

The Academic Performance Committee is charged to monitor student academic progress and behavior, recommend corrective action, and recommend rules and procedures.

b) Admissions (Professional Program)

The Admissions Committee is charged to recommend requirements for admissions and recommend applicants for admission. The Admissions Committee makes recommendations to the Faculty for admissions requirements and reports to the Dean when recommending specific applicants for admission.

c) Curriculum (Professional Program)

The Curriculum Committee is charged to make recommendations on all professional course and program changes, including pre-pharmacy course requirements, and to review professional courses and sequences.

d) Graduate Program (Graduate Program)

The Graduate Program Committee is charged to review graduate program policies and make recommendations on overall oversight and governance of the graduate program; graduate program recruitment, admissions and fellowship nominations; make recommendations on all graduate course changes; review graduate courses and sequences; and recommend candidates for Rho Chi, Guttman and Swintosky Distinguished Lectures. The Graduate Program Committee makes

e) Honor Code (Professional Program)

The Honor Code Committee is charged to review and make recommendations for changes in Honor Code, educate students, faculty and staff, and review reported violations. The Honor Code Committee also administers the hearing process as defined by the College of Pharmacy Honor Code.

f) Student Affairs Committee (Professional and Graduate Program)

The Student Affairs Committee is charged to serve as a faculty pool for the hearing process as defined by the Behavioral Code of Professional Student Conduct (HCC Code). The Student Affairs committee is also an advisory group for choosing awardees for selected honors in the college and for awarding student scholarships.

4. Ad Hoc Committees

The College Faculty or Faculty Council, in consultation with the Dean or members of the Dean's staff, may establish *ad hoc* committees to advise the College Faculty or Faculty Council on educational policy matters. The Dean, Associate/Assistant Deans, a Chair, or a program/center director, in consultation with the Faculty Council, may also establish *ad hoc* committees to advise the college administration on administrative matters. *Ad hoc* committees should be given a specific charge and should be dissolved on completion of their charge. An *ad hoc* committee reports directly to the person or governance body that establishes it.

E. Procedures for Amendment of the College Faculty Rules

1. The Rules of Shared Governance Document should be reviewed at least annually by the College Executive Council and the Faculty Council.
2. Amendments may be introduced for consideration and discussion as agenda items of a regular or special Faculty meeting by the Faculty Council or by ten percent of the voting faculty;
3. Amendments shall be circulated to all voting faculty at least seven days before the meeting;
4. Amendments shall be voted upon by paper or electronic ballot not earlier than ten days following introduction and discussion in a Faculty meeting;
5. Amendments which represent substantive changes in the established Rules, shall require the approval of a majority of the voting faculty before adoption and by the Office of the Provost before implementation.

Appendices of the College Faculty Rules may be revised as needed for routine updating and subsequently approved by the Executive Committee and Faculty Council without requirement for full faculty approval.

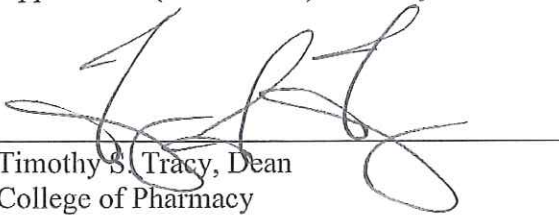
APPROVALS FOR (PREFACE AND) PART 1

- (1) Approval by Dean for consistency with GRs/ARs/SRs
- (2) Approval by the Provost for consistency with GRs/ARs/SRs

Approval of Part 1 by the College Faculty:

Enter Date of Faculty Vote to Approve: 7/6/2012
Date

Approval of (Preface and) Part 1 by Dean



Timothy S. Tracy, Dean
College of Pharmacy

10-4-13
Date

Approval of (Preface and) Part 1 by Provost



Christine Riordan
Provost

11/4/13
Date

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Notes and Dates on Previous Reviews and Amendments

Part 2 RULES OF SHARED GOVERNANCE

V. COLLEGE-LEVEL PROCEDURES FOR FACULTY PERSONNEL ACTIONS

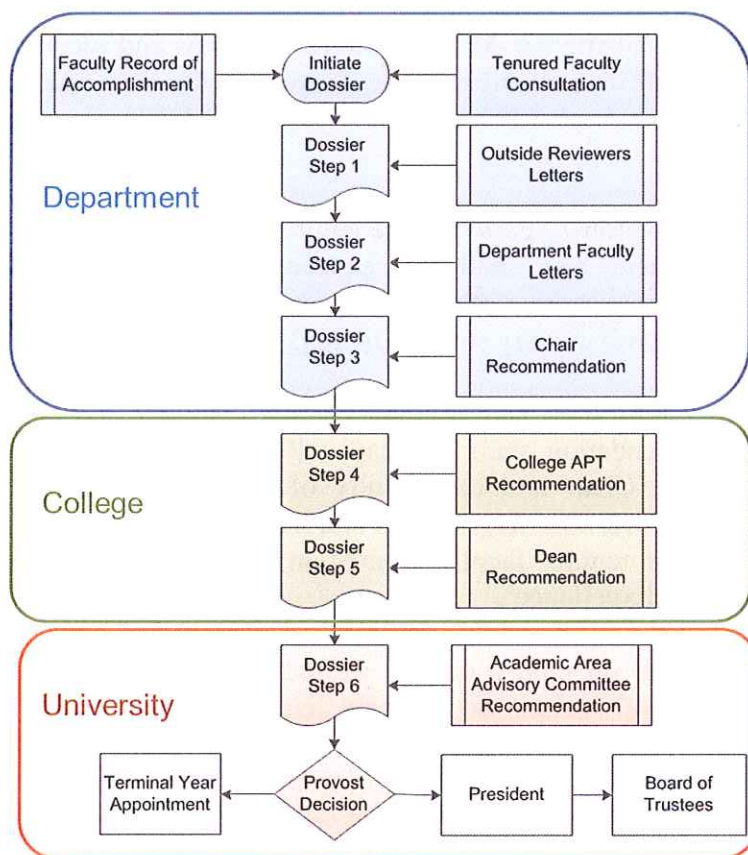
- A. Appointment, Reappointment, Non-reappointment, Terminal Reappointment, Promotion, Tenure
1. Recommendations for initial appointment:
The procedures to be used for preparing such recommendations shall be established jointly by the Chair and the faculty of the specific unit, in accordance with the University's *Governing Regulations* (GR VII.A.6; VII.B.5) and *Administrative Regulations* ([AR 2:1-1](#)) and with the Department Rules Document. Recommendations for initial appointment shall be initiated by the Chair. The official offer letter shall be written by the Chair and co-signed by Chair and Dean. An internal Memorandum of Understanding regarding resources to support the position must be obtained prior to making a final offer.
 2. Appointment of Instructor, Assistant Professor, or Lecturer:
The Dean shall approve initial appointments at the rank of Instructor, Assistant Professor, or Lecturer, and communicate the action taken to the Provost.
 3. Appointment of Associate Professor/Professor:
Initial appointment at the rank of Associate Professor or Professor must be approved by the Board of Trustees. The Chair shall develop a dossier for review and the items to be included in this dossier are listed in [AR 2:1-1 \(Appendix II\)](#). Outside letters shall be solicited by the Chair. The assembled dossier will then be reviewed by the Department faculty and they will provide letters of support to be included in the dossier. The Chair will provide a recommendation and forward the dossier to the Dean. The Dean will forward the dossier to the College's Appointment, Promotion and Tenure (APT) Committee for consideration. Following the APT Committee's review and recommendation, the Dean's recommendation will be forwarded to the Provost of the University for assignment to the appropriate Academic Area Advisory Committee [AR 2:1-1](#).
 4. Probationary Period
The non-tenure probationary period in the tenure-track series shall be set prior to the initial academic appointment and shall not exceed seven years from the date of initial appointment, with an exception of qualifying events that may occur and extend the tenure-clock for faculty in probationary status ([GR X-B.1 \(c\)](#)).
 5. Recommendation to Promote and/or Grant Tenure
 - i. Such recommendation shall originate with the Chair using procedures established jointly by the Chair and the Faculty of the Department in accordance with the University's *Governing Regulations* and *Administrative Regulations*. With regards to promotion and tenure, faculty evaluation shall be guided by Department specific 'Evidences of Excellence'.
 - ii. The Chair shall develop a dossier related to a recommendation to promote and/or grant tenure and include at least six letters of evaluation from qualified persons outside the University. The candidate will be asked to give a list of names of individuals outside the University of Kentucky who can provide an external peer evaluation of the candidate. At least two references obtained from persons outside the College as suggested by the candidate will be selected. At least four of the six

evaluators will be selected by the Chair. Letters of reference obtained from persons suggested by the individual being recommended shall be identified as such in the dossier.

- iii. The Chair shall make the dossier, including these external letters available to the faculty members required to be consulted under the department's Rules Document, for consideration in preparing their individual written judgments to the Chair.

Note: The procedural step VIII. B, 5 in AR 2:1-1 states: "A member of a college advisory committee or an academic area advisory committee shall be excluded from any participation in that committee's consideration of a recommendation initiating from the educational unit in which the faculty employee holds a primary academic appointment". The Dean, with the consent of the faculty, has requested a waiver of procedural step for the College APT Committee (8.24.10). All elected members of the APT Committee will participate in the deliberation and evaluation of all dossiers received by the APT Committee. Those faculty members shall not participate in the department evaluation of those candidates from their unit.

- iv. The Chair shall forward the completed dossier, including the Chair's own recommendation to the Dean. The Dean will seek the written recommendation of the College APT Committee concerning the merits of promotion or granting of tenure, whether the University, college and departmental administrative procedures are being followed, and how the dossier can be improved.
- v. After receiving the recommendation of the APT Committee, the dossier will be finalized by the Dean's office for communication to the Provost.



Comprehensive tenure review process

Dossier is reviewed at all levels of the University (educational unit, college APT, dean, appropriate academic area committee, provost and president) irrespective of the previous judgments.

Conditions

- Initial appointments dated on 7/1/2009 (or after)
 - Assistant
 - Associate or Professor (if appointed with or without tenure)
- Opt-in (probationary faculty appointments predating 7/1/2009)

Evidences of Excellence

To be used in the evaluation of dossiers for faculty whose initial appointment is dated after 6/30/10

6. College Appointment, Promotion and Tenure (APT) Committee.

i. Membership

Membership of the College APT Committee includes three (3) tenured faculty members from both Departments. All appointments will be staggered for three-year terms. The committee shall be composed of a majority of Full Professors. The Department Chair and the Faculty Council will identify a slate of candidates from the two departments. One member from each department will be elected each year by a vote of the entire College Faculty. The Chair of the APT Committee will be selected by the members of the committee at the initial meeting of the new academic year. The chair of the APT Committee shall be a Full Professor.

ii. Charge

The charge for the APT Committee is to recommend individuals for appointment, terminal reappointment, decisions not to reappoint, promotion and tenure for full time faculty at the rank of Assistant, Associate and Professor. The Dean may also seek advice from the APT Committee on re-appointment, and post-retirement appointments.

B. Faculty Performance Review – College-wide procedures

Tenured faculty are evaluated by respective Department Chairs each biennium. Non-tenured faculty are evaluated each academic year. Non-tenured faculty in tenure track lines will also receive formal evaluations at the conclusion of the second and fourth years of the probationary period. Faculty evaluations are a component of the standard personnel file and are kept within the Office of the Dean.

1. **Evaluation form.** The information and content of the evaluation form to be used.

Faculty will be evaluated based on metrics and assessments associated with the each of the following activities:

- Instruction/Advising
- Research/Scholarship
- Patient Care
- University/Public Service
- Personal Professional Development

The evaluation on such activity will include the following ranking, which may include a numerical score and shall be weighted according to the percentage of effort as reflected in the negotiated Distribution of Effort.

- Truly Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

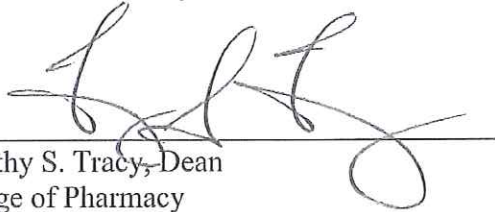
2. **Appeal** procedures

Faculty evaluations are transmitted by Chairs to respective individuals who may appeal a rating or evaluation with the Dean of the College within a given time period.

APPROVALS FOR PART 2

- (1) Approval by the Dean on substantive merits and for consistency with GRs/ARs
- (2) Approval by the Provost on substantive merits and for consistency with GRs/ARs


Approval of Part 2 by Dean



Timothy S. Tracy, Dean
College of Pharmacy

10-4-13
Date

Approval of Part 2 by Provost



Christine Riordan
Provost

11/4/13
Date

.....
Notes and Dates on Previous Reviews and Amendments

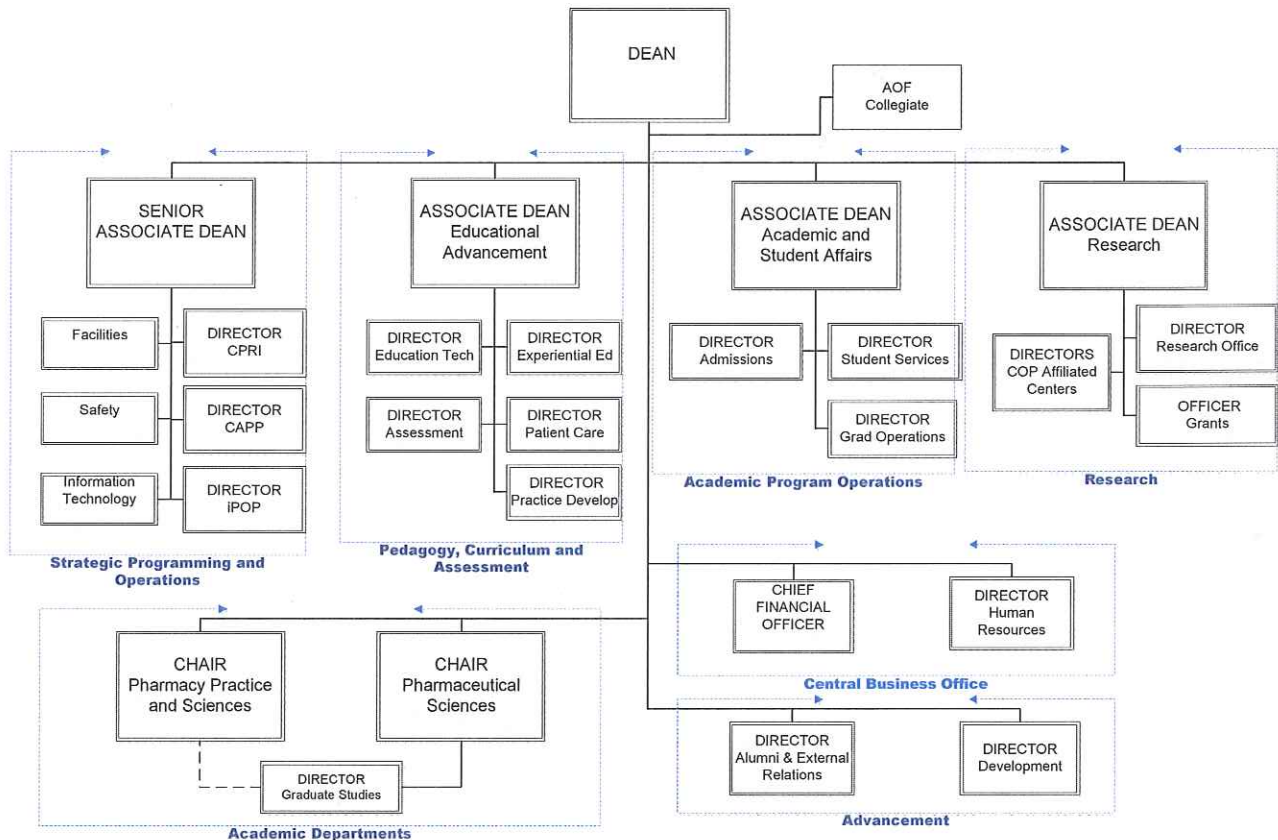
Part 3 RULES OF SHARED GOVERNANCE

VI. POLICIES OF THE DEAN FOR OTHER ADMINISTRATIVE FUNCTIONS RELATING TO FACULTY, STAFF, STUDENTS, AND/OR OTHERS

A. Administrative Organizations

1. Organizational Chart

The Collegiate Organizational Chart depicting the reporting relationship within the College is presented below.



2. Executive Council

The Executive Council is the administrative organization responsible for strategic decision making and policy setting as it relates to matters other than education. It is chaired by the Dean and membership includes the four Associate Deans and the two Department Chairs.

3. Collegiate Advisory Council

Collegiate Advisory Council is the administrative organization responsible for engagement and information exchange across the various sectors of the College. It is chaired by the Dean and membership includes the four Associate Deans, the two Department Chairs, the Director of Graduate Studies, Chief Financial Officer, Director of Human Resources, Director of Development, Director of Alumni and External Affairs, the Chair of the Faculty Council, the Chair of the Staff Council, the Chair of the Student Advisory Council, the UKHealthCare Liaison, and the Director of Assessment.

4. **Research Council**
 Research Council is the administrative organization responsible for coordinating and stimulating research across the various sectors of the College. It is chaired by the Associate Dean for Research and membership includes the Dean, the Senior Associate Dean, the two Department Chairs, the Collegiate Center Directors (CPRI, iPOP and CAPP), and the Chair of the Faculty Council.

5. **External Advisory Board**
 External Advisory Board provides guidance to the Dean and the College on strategic initiatives and challenges facing the College as well as providing input into a broad vision for the College. It is chaired by a board member and membership includes leaders in pharmaceutical industry, academia, pharmacy services, chain pharmacy and other organizations.

6. **Central Business Office**
 Central Business Office is the administrative structure responsible for coordinating and maintaining all operations associated with budget, grants (post award), business procedures, human resources and other administrative functions across the various sectors of the College. It is facilitated by the Chief Financial Officer and the Director of Human Resources.

7. **College Grants Office**
 College Grants Office is the administrative structure responsible for facilitating those operations associated with grant (pre awards) including submissions, budgets, grant preparation, business procedures, and other administrative functions across the various sectors of the College. It is facilitated by the Associate Dean for Research.

8. **Conflict of Interest Committee**
 College Conflict of Interest Committee is the administrative structure responsible for oversight of conflict of interest management plans within the College.

B. Centers

The main purpose for all centers emanating from the College of Pharmacy should be to energize and grow the academic enterprise of both the College of Pharmacy and the University of Kentucky. The College recognizes that there are many different types of Centers, but for simplicity has categorized them into two major times Collegiate and Affiliated Centers. Both add value to the College missions.

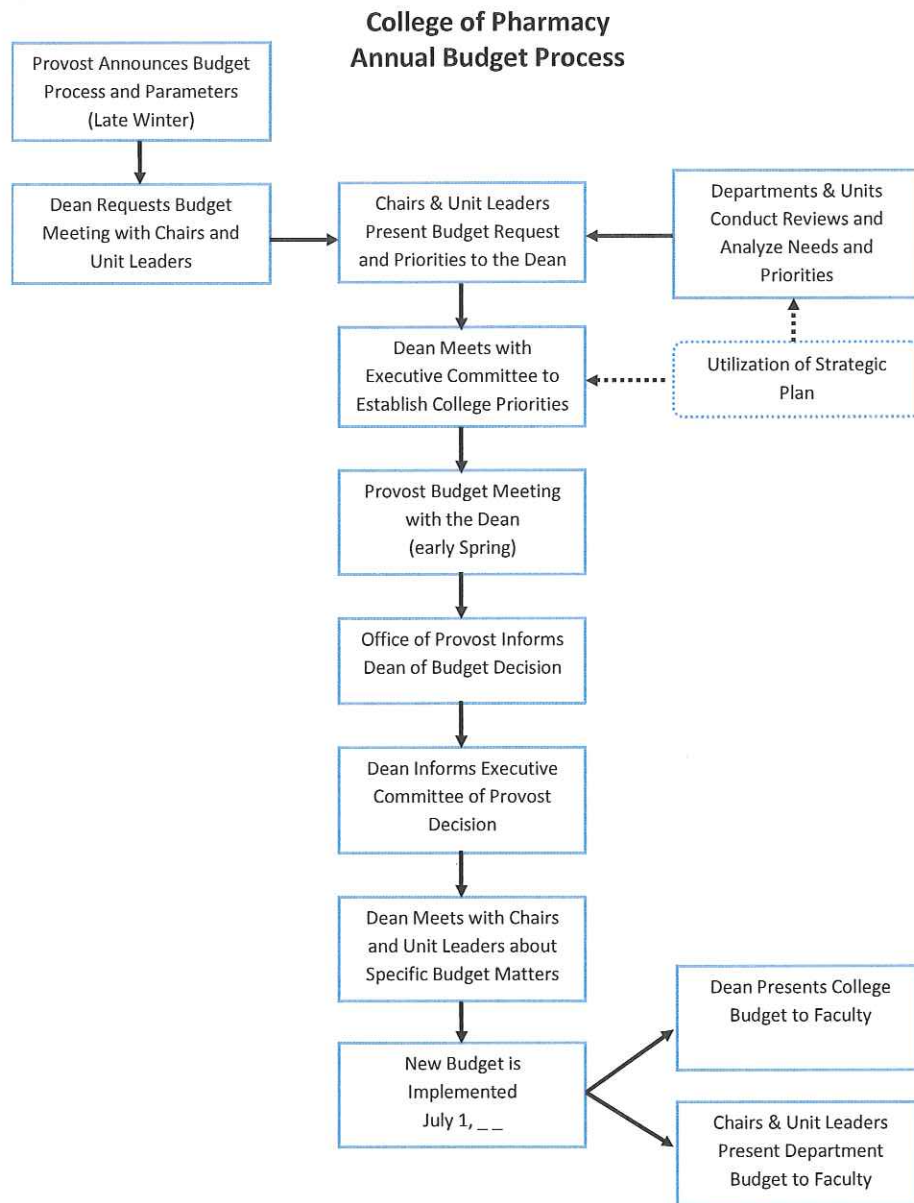
Characteristic	Collegiate Center (CC)	Affiliated Collegiate Center (ACC)
Mission	Broader mission and reach (more faculty) Identified in Strategic Plan	Established to accomplish specific missions.
Direct Report	Dean	Funding Agency, indirectly to ADR
Funding Source	Internal and External to College	Typically External to College NIH (U01), NSF, Endowment
Budget	Line item in COP Budget Must submit annual budget requests	Budget within Grant
Facilities	Allocated space for Center	Typically within existing space of PI (Co-Is or Mentors)
Core Equipment	May have dedicated equipment for Center	Typically within existing equipment of PI (Co-Is or Mentors)

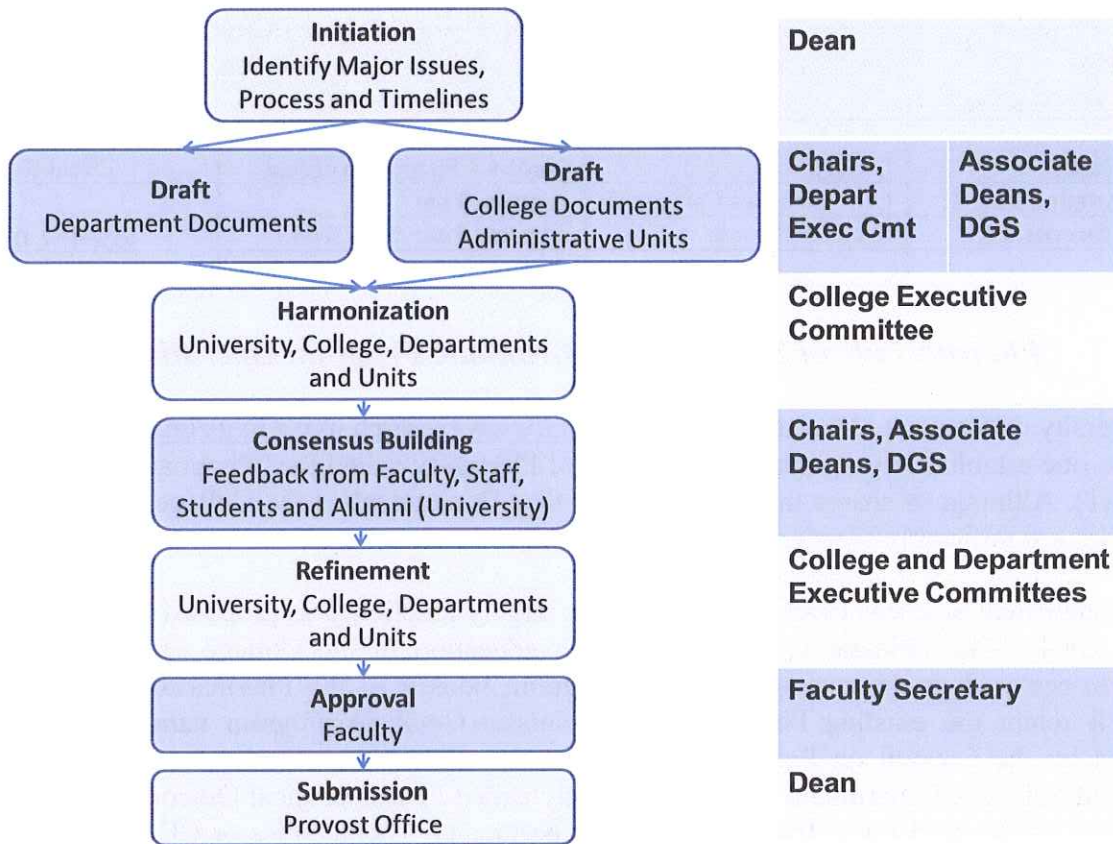
Staff	Staff may be funded by COP	Typically staff funded, in part, by grant or other external sources
Annual Report	Required annual report to COP	Annual report to funding agency – copy to ADR
Examples	Center for Pharmaceutical Research and Innovation (CPRI) Center for the Advancement of Pharmacy Practice (CAPP) Institute for Pharmaceutical Outcomes and Policy (iPOP)	Center for Pharmaceutical Development NCI Center for Cancer Nanotechnology Cancer Nanotechnology Training Center Center for Computational Drug Design

C. Decision Making Process

In the effort to be transparent and to seek input from the College Faculty, the decision making process for following items is identified.

1. Budget





D. Administrative Assessment

Department Chairs and Administrators are evaluated on a regular basis by supervisors with input from associated constituents. Evaluations also include the individual’s written report of progress in their respective area, Unit plans and goals, and a narrative assessment drafted by the supervisor. The Dean is charged with conducting these reviews and may delegate information capture and analysis functions to the Director of Assessment.

Shared Governance Document: Appendix 1

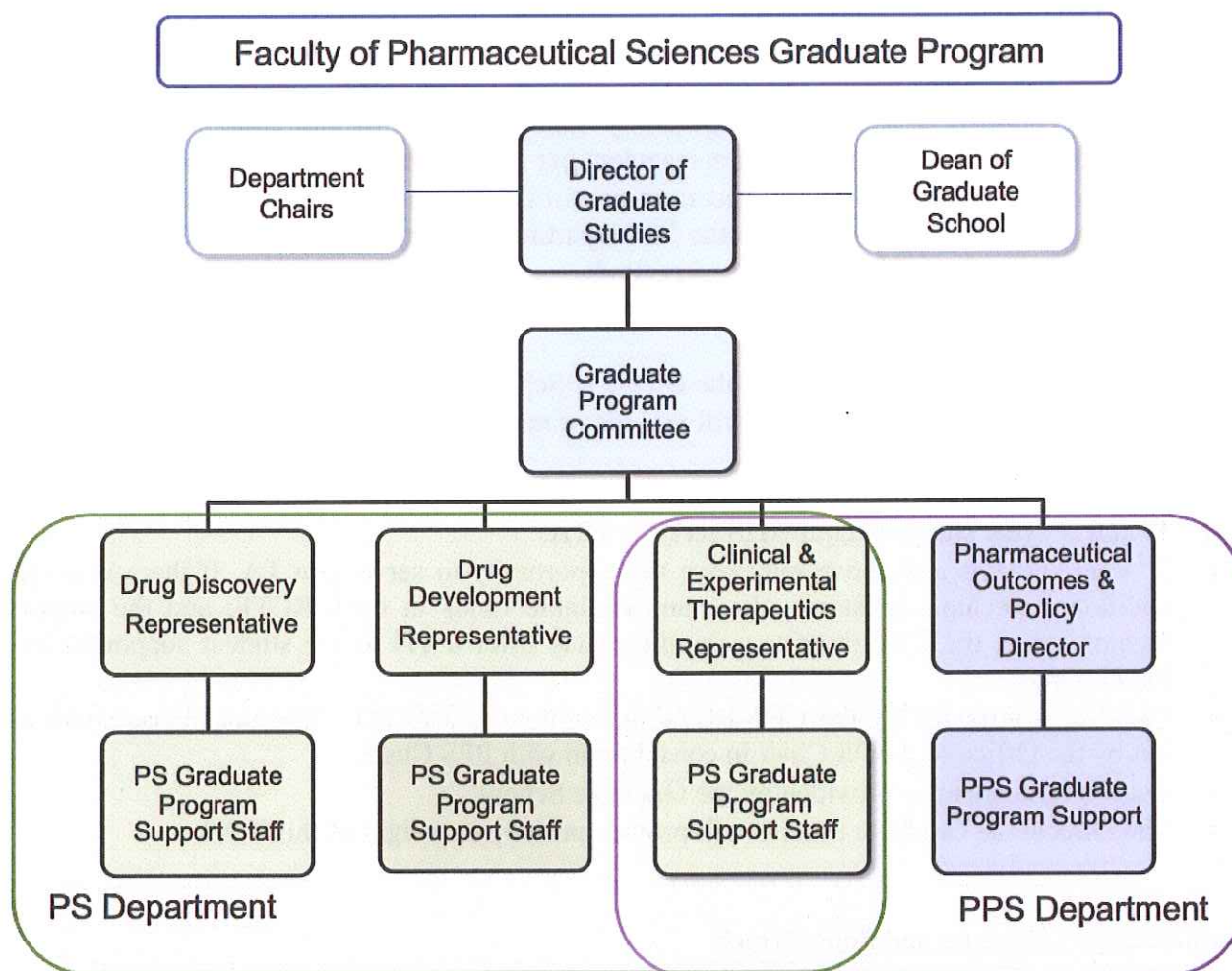
COLLEGE OF PHARMACY POLICY / PROCEDURE			
Title	<i>Pharmaceutical Sciences Graduate Program Operational Policy</i>		
COP Number		University Policy / Procedure Reference	
Unit	<i>College</i>	Owner Director of Graduate Studies – PS grad program	Director of Graduate Studies
Administrative:	<i>COP Executive Committee</i>	Approved on:	<u>Effective Date</u> <i>5/10/2004</i>
Governance:	<i>Graduate Faculty</i>	Approved on: 5/10/2004	
		Revised on: 5/1/2009, 11/30/2010	

Pharmaceutical Sciences (PS) Graduate Program Operational Policy

The University of Kentucky Graduate School (<http://www.research.uky.edu/gs/gradprogsalpha.html>) currently recognizes one established program in the College of Pharmacy called the “Pharmaceutical Sciences” Graduate Program [1]. Although it shares the same name with a Department in the College of Pharmacy, the graduate program has a significantly broader faculty membership.

The Pharmaceutical Sciences Graduate Program has largely functioned as proposed in an operational plan dated May 10, 2004. The ultimate vision for graduate education in the College of Pharmacy is to have two Department-centered graduate programs: one program, housed in the Pharmaceutical Sciences Department, which will retain the existing Pharmaceutical Sciences Graduate program name; and a second program, recognized by the Council on Post-secondary Education (CPE) and the Graduate School, in the Pharmacy Practice and Sciences Department, which is presently called Pharmaceutical Outcomes and Policy (POP). The ultimate fate of the third track, the Clinical and Experimental Therapeutics or CET track (formerly known as Clinical Pharmaceutical Sciences) has yet to be resolved. It may evolve to an independent, interdisciplinary graduate program or it may remain as a track in one of the department-centered programs.

Operational Structure of Graduate Program



Philosophy of the Transition Model for the PS Graduate Program:

1. To the fullest extent possible each Track will function and be treated as an autonomous unit. The ultimate, long-term goal is to have successful Department-centered graduate education programs.
2. The Clinical and Experimental Therapeutics and the Pharmaceutical Outcomes and Policy Tracks will work toward attaining status as independent graduate programs or could sunset if a critical mass of mentors and graduate students is not realized. Progress toward this goal as well as the overall status of the entire graduate program will be presented by the Director of Graduate Studies (DGS) to the graduate faculty of Pharmaceutical Sciences the at an annual Fall semester meeting.
 - a. As part of the oversight of the program by the Graduate Faculty, specific metrics and timelines that are developed by Program Representatives should be presented by the DGS at the annual Fall semester meeting of the Graduate Faculty.
 - b. The track reports should address program development, rationale, and progress, including relationship to external drivers e.g. market demand, University goals, or scientific initiatives.

3. To facilitate planning and enrollment projections, funding for the four tracks will remain separate.

Drug Development and Discovery Tracks

- 1st year students are typically offered a teaching assistantship for the first year in the graduate program.
- 2nd year students and above are generally funded by the mentor with the PS Department providing ½ of a stipend match for one student per PI; funding from Salary Recovery pool.
- 2nd year students and above may become a part of the TA pool if a mentor does not have funding to support a student and petitions the PS Department Chair to fund the student. These funds typically come from PS Salary Recovery funds.
- Funding is provided by PS Graduate Fund: account #1012063200. Account management carried out by the Office of the PS Chair.
- Tuition scholarship is provided by the Graduate School.
- The Director of Graduate Studies will provide primary oversight of these Tracks

Clinical and Experimental Therapeutics Track

- 1st and 2nd year students required to serve as a TA.
- 3rd year students and above may have the opportunity to serve as a TA. If there is a need for additional teaching assistants; there are available funds in CET RCTF; and the student and mentor agree, the CET steering committee may offer a TA to the student supported by CET RCTF funds.
- Funding is provided by the CET RCTF: account #1012077220. Account management carried out by the Office of the PS Chair in consultation with PPS Chair.
- Tuition scholarship is provided by the Graduate School.
- The Director of Graduate Studies will provide primary oversight of this Track

Pharmaceutical Outcomes and Policy Track

- The Chair of Pharmacy Practice and Science will appoint the Pharmaceutical Outcomes and Policy Graduate Program Director, who will provide primary oversight of this Track
- Funding was established to support first year students starting with the FY11 (July 1st, 2010) budget.
- 1st year students may be required to serve as a TA, or may be awarded a Fellowship.
- 2nd year students and above could be assigned a TA, a Fellowship, or be funded directly by a PPS mentor.
- 2nd year students and above, may become a part of the TA pool if a mentor does not have funding to support a student and petitions the PPS department chair to fund the student. These funds typically come from PPS Salary Recovery funds.
- Funding is provided by the Dean: account #1012032730. Additional funding may be provided by the Schutte endowment. Account management carried out by the Office of the PPS Chair.
- Tuition scholarship is provided by the Graduate School.

4. The DGS and the Associate Dean for Educational Advancement will establish an annual review process for selecting, training and evaluating TA activities in our educational programs. These evaluations will be given to the Chairs, faculty mentors, and the TA graduate student. The specific evaluation metrics and TA activities will be presented to the graduate faculty by the DGS at the annual Fall semester meeting of the entire graduate program.

- In advance of the semester, an email is sent by the Associate Dean for Educational Advancement to all Pharmacy faculty soliciting requests for teaching assistants.
- A list of qualified teaching assistant candidates is compiled by the PS Graduate Program Support Staff.
- The Associate Dean for Educational Advancement and the Director(s) of Graduate Studies (PS and POP) meet to make teaching assistant assignments according to course need and course load irrespective of TA funding source. TA assignments are made according to the best applicant available within the track pools according to the funding guidelines outlined above with limited exceptions (e.g., no suitable student is available for a specific TA assignment).

Definitions of roles, responsibilities and reporting:

Level	Function	Responsibility	Approval/Signature Authority
Program	Oversight	DGS	Dean of Graduate School
	Governance	DGS	Dean of Graduate School
	TA Assignments and Assessment	DGS with ADEA	DGS
Tracks	Recruiting	DGS with Program Representatives	DGS
	Admissions	DGS with Program Representatives	DGS
	First Year Student Advising	DGS with Program Representatives	DGS
	Curriculum	DGS	DGS
	Funding/Budget	DGS	Department Chairs
	Student Records	Departmental Support Personnel	DGS
	Correspondence	Departmental Support Personnel	DGS

Director of Graduate Studies (DGS)

Background: The Graduate School defines the roles of Directors of Graduate Studies (DGS) on p.5 of its Policies and Procedures Manual for Directors of Graduate Studies (<http://www.rgs.uky.edu/gd/gdshandbook.pdf>).

The Director of Graduate Studies (DGS) is the local representative for each graduate program; s/he provides for the programs administration and acts as the official liaison with the Graduate School. The DGS is responsible to the Graduate Faculty of their program and to the Dean of the Graduate School for the recruitment, admission, advising, and examining of students in their program. Consequently, s/he has an important effect on the quality of graduate programs at the University of Kentucky.

Each DGS is appointed by the Dean of the Graduate School after consultation with the respective Graduate Faculty and administration in a program. The DGS is normally a tenured faculty member, holding the rank of Associate Professor or above, and must be a full member of the Graduate Faculty. The standard term for a DGS is three years however programs have the option to request an appointment for up to four years if appropriate. For example, a four-year DGS term may be requested to coincide with the term of appointment of a department chair. A DGS who is to be absent from the University for as long as a semester must inform the Dean so that a substitute may be appointed.

The DGS of a graduate program reports directly to the Dean of the Graduate School or to the Dean's designee on all matters relating to graduate education in the program. S/he is responsible for the administration of the specific graduate program, including maintenance of records, administration of graduate program funds, admission of graduate students, fellowships, program requirement changes and new programs, advising and registration, appointment of advisory and examination committees, and other degree requirements related to the

graduate program. Additionally, the DGS serves as the focal point for dissemination of information from the Graduate School.

The DGS serves as program advisor to each student until the student has a thesis or dissertation director. The DGS then recommends that the thesis or dissertation director be appointed as the student's advisor or committee chair. In areas where theses are not required, the DGS is the advisor of all students. The student advisor must endorse all student schedules. If it is desirable, a DGS may recommend that additional advisors in the program be appointed.

The DGS will report to the Dean of the Graduate School, the Department Chairs and the Graduate Faculty of the College of Pharmacy.

In addition, the Director of Graduate Studies (DGS)

- Coordinates fiscal and management issues with Department Chairs
- Acts as official spokesperson for the Graduate Program
- Evaluates and makes TA assignments in coordination with the Program Representatives and the Associate Dean for Educational Advancement
- Manages shared resources with Department Chairs
- Prepares reports on the Graduate Program as required by the University of Kentucky, Commonwealth of Kentucky and external agencies and accreditation bodies
- Prepares annual progress report for presentation to the Graduate Faculty of the program at the annual Fall meeting
- Directs and manages the Summer Research Program for the PS Department. The PPS Graduate Support Office will manage the Summer Undergraduate Research Program for POP
- Supervises graduate program support personnel.

Pharmaceutical Sciences Graduate Program Representatives:

Representatives from each of the four tracks (Discovery, Development, CET and POP) will be appointed to a two year term and will be selected by the Department Chairs with input from the DGS.

1. Drug Discovery Program Representative– Appointment by the Chair of the Pharmaceutical Sciences Department in consultation with the Division Director and DGS
2. Drug Development Program Representative– Appointment by the Chair of the Pharmaceutical Sciences Department in consultation with the Division Director and DGS
3. Clinical and Experimental Therapeutics Program Representative – Appointment by the Chairs of the Pharmaceutical Science and Pharmacy Practice and Science Departments in consultation with the DGS.
4. Pharmaceutical Outcomes and Policy Graduate Program Director – appointment by the Chair of the Pharmacy Practice and Science Department, in consultation with the DGS.

The Program Representatives will assist with day-to-day oversight of their Track, related to the following functions:

- Recruiting
- Making recommendations to the DGS of students to which offers of admission will be made
- Advising students
- Examining of students
- Providing oversight of track curriculum and requirements
- Creating status and annual progress reports to the GPC
- Establishing annual metrics and goals for the program

- Assessing the alignment of the program goals with overall University goals or other scientific group or marketing driver

Faculty within each Graduate Program Track

- Establish and approve all curricular issues for the Track
- Establish and approve all policy changes for the Track
- Recommend faculty membership for Track faculty to the Graduate Program Committee
 - Establish criteria for new membership
 - Establish review process for ongoing membership

Faculty of the Entire Graduate Program

- Establish and approve all policy changes which affect the entire program
- Shall meet once a year (Fall Semester) to review the status of the entire graduate program
 - The DGS will be responsible for communicating with the entire graduate faculty, including calling and conducting the annual fall meeting

Graduate Program Committee reports to the graduate faculty

The Graduate Program Committee will be composed of:

- DGS will serve as Chair and only votes to break a tie
- Clinical and Experimental Therapeutics Program Representative
- Pharmaceutical Outcomes and Policy Graduate Program Director
- Drug Discovery Program Representative
- Drug Development Program Representative
- Graduate Student representative (elected by the graduate students).
- Pharmaceutical Sciences Department Chair – ex officio (no voting privilege)
- Pharmacy Practice and Sciences Department Chair – ex officio (no voting privilege)
- The Graduate student representative will be elected annually at the first meeting of the graduate students, to be held no later than the middle of September. The graduate student member will be excluded from discussions of and votes on confidential data regarding graduate students by vote of a majority of the faculty members of the committee.

The Graduate Program Committee will provide the DGS with its recommendations on:

- Overall oversight and governance of the graduate program
- Graduate Fellowships, e.g., University Allocated Fellowships etc.
 - Fellowships (e.g., Glavinis and Helton Fellowships).
- Recommendations for competitive University Fellowships, e.g. Presidential and Dissertation Fellowships
- Recommendations of candidates for Rho Chi, Guttman and Swintosky Distinguished Lectures.

Graduate Program Administrative Assistants

Provide day-to-day support for the Program Representatives and DGS in matters related to the Graduate Program, such as:

- PS Graduate Program Assistant will work with Coordinators to facilitate administration of the Drug Discovery, Drug Development and CET Tracks. This person will also serve as staff support for the DGS – hence, will be responsible for official Graduate School correspondence.
- PPS Graduate Program Assistant (Scholarship Office) will work with Coordinator to facilitate administration of the POP Track
- Correspondence with applicants

- Maintenance of records of applicants and current students
- Provides support for graduate web site and publication material

PS Department Chair

- Provide program leadership and long-term oversight of Discovery and Development Graduate Tracks as well as coordinated leadership for the Clinical and Experimental Therapeutics Track
- Work with Division Directors and the Department Executive Committee
 - To set goals and metrics of the Graduate Tracks consistent with the goals and metrics of the Department
 - To assign faculty to graduate courses and coordinate course sequence with input from DGS
 - To coordinate fiscal and management issues with Program Representatives
 - To nominate Program Representatives (to DGS) and DGS (to the Graduate School Dean)

PPS Department Chair

- Provide program leadership and long-term oversight of the Pharmaceutical Outcomes and Policy Graduate Track as well as coordinated leadership for the Clinical and Experimental Therapeutics Track
- Work with the PPS Associate Chair for Graduate Education and the Graduate Education and Research Committee
 - To set goals and metrics of the Pharmaceutical Outcomes and Policy Track consistent with the goals and metrics of the Department
 - To assign faculty to graduate courses and coordinate course sequence with input from DGS
 - To coordinate fiscal and management issues with Program Representatives
 - To nominate Program Representatives (to DGS) and DGS (to the Graduate School Dean)

Governance and Membership

Each track will maintain a separate governance and curriculum to assure viability of the individual track. Each track will adopt policies and procedures for awarding (and terminating) appointments.

Drug Discovery Track (home in the PS Department)

- Goal is to develop scientists focused on the discovery and identification of novel drug targets, mechanisms of drug action, and drug optimization of synthetic and natural product drugs.
- Training in the Drug Discovery Track begins with advanced coursework that is tailored to give each student a solid foundation in biochemical aspects of drug discovery, yet is individualized by the student's advisory committee. Thus, further coursework needs are based on the student's academic background, and the research project that will be the basis for their dissertation.
- Faculty in the Drug Discovery Division of the PS Department will be the principal mentors
- Non-PS faculty will need a joint academic appointment in order to serve as Major Advisor

Drug Development Track (home in the PS Department)

- Goal is to develop scientists focused on pharmaceuticals and drug delivery plus pharmacodynamics and pharmacokinetics.
- Training in the Drug Development Track begins with advanced coursework that is tailored to the student's background, dissertation project and focus area. Students in pharmaceuticals and drug delivery typically take a set of core courses emphasizing physical, organic, and analytical chemistry along with biopharmaceuticals and pharmacokinetics, formulation development and pharmaceutical technology. The core courses for students in pharmacodynamics and pharmacokinetics have a greater emphasis on the biological and less in the physical sciences.
- Faculty in Drug Development Division of the PS Department will be the Major Advisor

- Non-PS faculty will need joint academic appointment in order to serve as Major Advisor

Clinical and Experimental Therapeutics Track (Interdisciplinary program across the PS and PPS Departments and also Departments in College of Medicine)

- The focus of the program is translational research, which involves studies that occur at the interface of the bench and bedside
- The completion of a Pharm.D., D.D.S., D.V.M. or other professional health degree is required for admission into this training track.
- Faculty in PS and PPS Departments interested in experimental therapeutics will be the Major Advisors
- Non-COP faculty will need joint academic appointment in the PS or PPS Department in order to serve as Major Advisor

Pharmaceutical Outcomes and Policy Track (home in the PPS Department)

- The focus of the program is to create scientists trained in the investigation of factors affecting medication outcomes in patients, specifically, assessment of therapeutics in individuals or population databases, epidemiology, economics or pharmaceutical policy.
- Faculty in the PPS department interested in clinical therapeutic outcomes and pharmaceutical policy will be the Major Advisors
- Non-COP faculty will need joint academic appointment in PPS Department in order to serve as Major Advisor

[1] Our current official CIP code is 51.2003: **Pharmaceutics and Drug Design (MS, PhD)**. A program that focuses on the scientific study of the formulation of medicinal substances into product vehicles capable of being stored, transported, and then introduced into the patient and behaving in ways optimal to therapeutic interaction. Includes instruction in statistics, biopharmaceutics, drug metabolism, pharmacokinetics, pharmacodynamics, physical pharmacy, pharmacological analysis, drug design and development, pharmacological biotechnology, chemical separations, spectroscopy, drug-host interactions, immunology, quantitative drug measurement, enzymatic transformations, and metabolic excretion.

Shared Governance Document: **Appendix 2**

University of Kentucky College of Pharmacy

ACADEMIC PERFORMANCE COMMITTEE

Operating Procedures

Proposed by Committee: 12/11/12

Approved by Faculty Council: 12/20/12

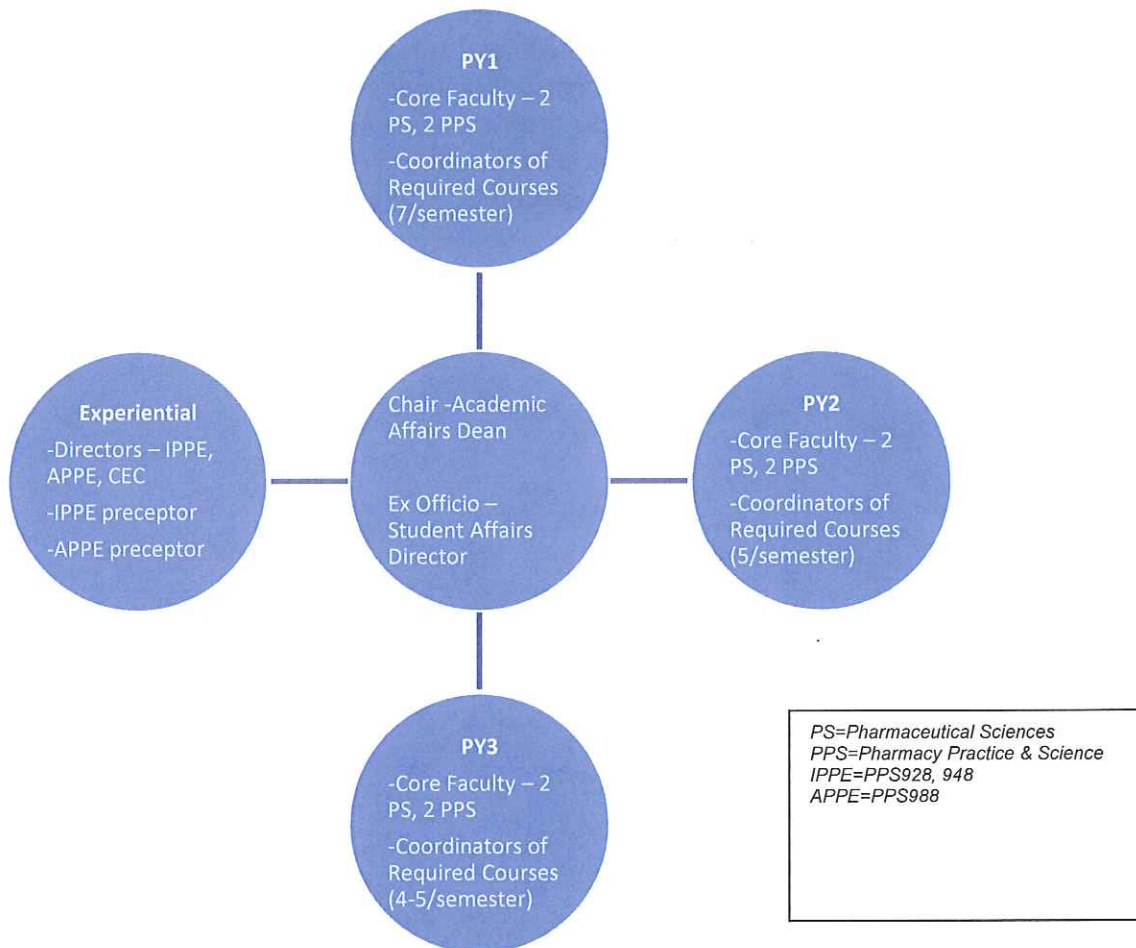
Scope of Responsibility

The Academic Performance Committee (APC):

- Monitors professional student academic progress and professional behavior;
- Recommends corrective action for students failing to meet performance expectations;
- Considers re-admission requests from students suspended due to academic or professional deficiencies; and
- Develops professional program academic rules (requires approval by the University Senate).

Committee Composition

- The Committee shall be composed of four subcommittees, each focusing on a specific professional year or aspect (i.e., experiential education) of the curriculum (see Figure). Collectively, the four subcommittees will be referred to as the Academic Performance Committee.



- The same cohort of core faculty will serve on the PY1, PY2 and PY3 subcommittees.
- Authority is delegated to individual subcommittees to take action on individual student cases.
- Collectively, core faculty members of the committee determine policy and procedural issues.
- The Academic Affairs Dean will serve as the Committee Chair, as well as administrative liaison to the Executive Committee.
- Members will be appointed annually by the Senior Associate Dean, after consultation with Department Chairs and taking into consideration the preferences expressed by faculty. The Senior Associate Dean will also consult with the Faculty Council.
- All full committee members shall have voting privileges. In situations with dual course coordinators, a single vote shall be cast between the two faculty members.

Meetings

- Each subcommittee shall meet upon the conclusion of a semester in response to any student cases that require deliberation.
- Members may participate in committee deliberations via distance technology (e.g., email, teleconference) at the committee chair's discretion.
- A quorum for a subcommittee constitutes the Chair or their designee and a simple majority of the voting members of the subcommittee.
- Proxy votes on issues regarding professional student standing will not be allowed, as engagement in committee discussion is required prior to an individual casting a ballot.

Member Roles

- The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities, reports of committee actions are made on a timely basis, and other committee roles. In accordance with parliamentary procedure, the Chair votes on possible committee actions only in case of a tie. The Chair is responsible for agendas, minutes, and forwarding recommendations to the Faculty, as well as committee management and accountability. The Chair will provide an annual report of committee activities (see *Reports* for more details).
- A staff member of the Office of Academic and Student Affairs will provide committee support, primarily through scheduling meetings, assembling materials for committee consideration, recording committee minutes, and communicating results of committee decisions to affected parties (e.g., students).

Minutes

- Minutes will be documented in an approved CoP format.
- A digital version of approved committee minutes shall be made available on the UK COP Sharepoint document library.
- The Academic Affairs Dean shall assure the maintenance of approved committee minutes, as well as documentation supporting each action item voted upon (e.g., agenda packets).

Reports

- The Committee reports to the Faculty.
- A report shall be delivered to at least one faculty meeting in both the Fall and Spring semesters.
- An annual report including an assessment of the committee's progress on annual charges, related outcomes of committee work and value of contributions of individual members shall be submitted to the Executive Committee. Contributions of the committee faculty will be provided to their Department Chair.

Committee Resources

Senate Rules that correspond to Academic Performance in the College of Pharmacy(see appendix), as well as the Healthcare Colleges Behavioral Code, shall guide committee decisions.

Appendix

Excerpt from Senate Rules (Updated September 2009) 5.3.3.2 College of Pharmacy

A. Academic Performance, Progress and Guidelines [US: 11/13/95; 4/12/04]

The Academic Performance Committee (APC) is charged with monitoring students' progress through the curriculum. The committee regularly reviews (during and at the end of each semester) the performance of each student, based on course grades and on written comments on each student's performance - - both of which are shared with the student and are part of the student record. The APC for students in a particular year consists of the course directors and laboratory instructors for that academic year, plus a standing core of faculty. The APC will recommend an action appropriate to the particular student standing and record, i.e., proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension or other action. Recommendations for graduation are made through the dean for approval by the Faculty. All other recommendations are made to the dean. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate performance and satisfactory completion of course work. The APC may also recommend other remedies, including but not limited to adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely on the following:

B. Academic Policy for Professional Students in the College of Pharmacy

All students must maintain a minimum Pharmacy GPA of 2.0 and earn a minimum grade of "C" in each course taken during the time they are students in the College of Pharmacy. This includes all coursework, including PHR and non-PHR electives, which comprise the first through fourth professional years of the Pharmacy program.

Repeat Options are not recognized by the College of Pharmacy for courses taken by students after enrolling in the College. The original grade received in each course will remain on the transcript, be averaged into the cumulative GPA, and be considered in discussions of probation and suspension regardless of any grades earned in repeated courses. [US: 5/7/07]

Further:

1. Any student with a GPA less than 2.0 in a single semester or with a cumulative GPA less than 2.0 will be placed on probation or may be suspended from the College.
2. Students who fail to earn a minimum of "C" in any one course may be placed on probation. The APC will determine the remediation required.
3. Students who fail to earn a minimum of "C" in two courses will be placed on probation and remediation may be required. The APC will determine the level of remediation required.
4. Students who fail to earn a minimum of "C" in three or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. A failure in a pass/fail course will be considered a grade less than C.
6. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
7. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation.
8. Students eligible for probation on a second occasion may be suspended from the College.

C. Probation

Students who are on academic probation may not be allowed:

1. To serve as officers or committee members in any campus organization.
2. To participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditures of any appreciable amount of time.
3. To be employed by the University.

Students on probation may have a restricted academic schedule as dictated by the APC. Students placed on probation must meet the requirements dictated by the APC before being removed from probation.

D. Suspension

Students suspended from the college may petition the APC for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the APC. If a student is allowed to re-take required College of Pharmacy courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College of Pharmacy but will do so on probation status. If the student is judged after 2 semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be removed by the College Faculty.

E. Special Considerations

1. Because of the demands of the Doctor of Pharmacy curriculum upon acceptance to the program of study, students are expected to devote their energies to the academic program. The college actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.
2. Due to curricular requirements course functions and/or examinations outside the normal Monday through Friday, 8 AM to 5 PM business hours time frame will occur.
3. Clinical responsibilities include evening and weekend work.
4. All College of Pharmacy students are subject to the rights, rules and regulations governing University students in all matters not specifically covered in College of Pharmacy documents.

University of Kentucky College of Pharmacy

ADMISSIONS COMMITTEE

Operating Procedures

Proposed by Committee: 1/7/13

Approved by Faculty Council: 5/6/13

Scope of Responsibility

- The Admissions Committee recommends the following items pertinent to the Doctor of Pharmacy degree program:
 - Admissions process
 - Admissions requirements;
 - Applicants to be admitted.
- The Committee may establish standing procedures to assist in its functions (e.g., considerations of request for deferred admission status).
- The administration of results of criminal background and urine drug screening is outside the scope of the Admissions Committee.

Committee Composition

- Committee membership shall include, at a minimum:
 - Faculty, Pharmacy Practice and Science (n=3)
 - Faculty, Pharmaceutical Sciences (n=2)
 - Professional (PharmD) Students (1 each from professional years 2-4, n=3)
 - Pharmacy Residents (n=2)
 - Pharmacy Practitioners (n=3)
 - Director of Admissions
 - Academic and Student Affairs Dean, Ex officio (non-voting) (will cast vote in case of tie)
 - Pre-Pharmacy Advisor/Recruiter, Ex officio (non-voting)
- The Director of Admissions will serve as the Committee Chair.
- The Academic and Student Affairs Dean will serve as administrative liaison to the Executive Committee.
- Members will be appointed annually by the Senior Associate Dean, after consultation with Department Chairs and taking into consideration the preferences expressed by faculty. The Senior Associate Dean will also consult with the Faculty Council.
- Committee members (excluding ex-officio) shall have voting privileges.

Meetings

- The committee shall meet routinely during the admissions cycle.
- An academic year-end meeting shall be conducted to review the previous admissions cycle and consider potential changes for the upcoming year.
- Additional meetings shall be called by the chair as business warrants.
- Members may participate in committee deliberations via distance technology (e.g., email, teleconference) at the committee chair's discretion.

- A quorum for a committee constitutes the Chair or their designee and a simple majority of the voting members of the committee.
- Proxy votes on the admission status of individual applicants may not be cast, as engagement in committee discussion is required prior to an individual casting a ballot.

Member Roles

- The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities, reports of committee actions are made on a timely basis, and other committee roles. In accordance with parliamentary procedure, the Chair votes on possible committee actions only in case of a tie. The Chair is responsible for agendas, minutes, and forwarding recommendations to the Faculty and the Dean, as well as committee management and accountability. The Chair will provide an annual report of committee activities (see *Reports* for more details).
- A staff member of the Office of Academic and Student Affairs will provide committee support, primarily through scheduling meetings, assembling materials for committee consideration, recording committee minutes, and communicating results of committee decisions.

Minutes

- Minutes will be documented in approved CoP format.
- A digital version of approved committee minutes shall be made available on the UK COP Sharepoint document library, and shall also be distributed by email.
- The Committee Chair shall assure the maintenance of approved committee minutes, as well as documentation supporting each action item voted upon (e.g., agenda packets).

Reports

- The Committee reports to the Faculty for admission requirements, and to the Dean for individual applicant admissions.
- A report shall be delivered to the faculty at least once during the academic year.
- An annual report including an assessment of the committee's progress on annual charges, related outcomes of committee work and value of contributions of individual members shall be submitted to the Executive Committee.
- Contributions of committee faculty will be provided to their Department Chair.

Committee Resources

PharmCAS applicant rules and PharmAdmit processes are used to support committee work.

University of Kentucky College of Pharmacy

APPOINTMENT, PROMOTION AND TENURE COMMITTEE

Operating Procedures

Proposed by Committee: 9-26-12

Approved by Faculty Council: 12/20/12

Scope of Responsibility

Recommend individuals for appointment, terminal reappointment, decisions not to reappoint, promotion and tenure for full time faculty at the rank of Assistant, Associate and Professor. The Dean may also seek advice from the APT Committee on re-appointment, and post-retirement appointments.

Committee Composition

The APT committee consists of three tenured faculty members from both Departments elected by the faculty. All appointments will be staggered for three-year terms. The committee shall be composed of a majority of full professors. The Chair of the APT Committee shall be a Full Professor. The Chair rotates annually between PS and PPS departments.

Meetings

The Chair or his/her designee convenes a meeting of the APT committee to review all promotion and tenure dossiers (the APT committee may also meet to discuss appointment dossiers). The Chair or his/her designee states the criteria for promotion for each of the candidates in their respective title series. Each member of the Committee is provided time to address the committee members and the Chair or his/her designee on their overall assessment of each of the candidates' performance, and whether the candidate has met the criteria for promotion. A discussion period ensues between the Chair or his/her designee and the Committee members. At the conclusion of the discussion, the Chair or his/her designee calls for a vote on recommendation to the Dean. The Chair or his/her designee drafts a recommendation letter to the Dean.

Member Roles

- Chair or his/her designee directs the committee. They provide a synopsis of each of the promotion dossiers being considered, and with a summary of the strengths and weaknesses in areas pertinent to promotion. The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities, and reports of committee actions are made on a timely basis. The Chair also provides an annual report of committee activities, accomplishments and member contributions.
- Member - Each Committee member reviews the entire promotion dossier of the faculty member being considered for promotion before the APT committee meets. They participate in discussions during the meetings.
- Staff Liaison – The College of Pharmacy Director of Human Resources provides committee support for dossier reviews, communicating information to the committee, etc.

Minutes

- The Chair or his/her designee drafts a letter to the Dean on behalf of the committee providing their recommendations on appointment, promotion and tenure decisions.

Reports

- Committee reports to the Dean.

Committee Resources

- College of Pharmacy Rules of Governance
- [UK Governing Regulations](#)
- [UK Administrative Regulations](#)
- [Kentucky Open Records Law](#)

Procedures for Dossier Review

On notification that a complete dossier is ready for review by the APT, the Chair asks each committee member to review the dossier and provide their recommendation whether or not to support appointment, terminal reappointment, not reappoint, promotion and/or tenure. The APT Committee Chair drafts a memorandum to the Dean on behalf of the committee stating the committee's recommendation. This may/may not result from a meeting of the APT Committee, as the committee decides. If any committee member asks that the APT Committee meet to discuss a dossier, a meeting to do so will be held.

The recommendation to the Dean includes a statement addressing the APT Committee recommendation(s) for appointment, terminal reappointment, not reappoint, promotion and/or tenure, and the number of APT Committee members supporting each component of the recommendation. All members of the APT Committee will agree on the memorandum to the Dean before it is submitted. If an APT Committee member wishes to present a dissenting opinion, that will be included in the memorandum to the Dean. The dissenting opinion will include the name of the member(s) submitting it. All APT Committee deliberations are confidential. If there is a tie vote for election of the APT chair, the Faculty Council will be asked to elect the Chair.

Areas of Excellence

The components of the Departmental discipline-specific (areas of excellence) promotion and tenure criteria will be considered as part of the review of dossiers by the APT committee, for those dossiers for which they apply.

University of Kentucky College of Pharmacy

CONFLICT OF INTEREST COMMITTEE

Operating Procedures

Proposed by Committee: 10/29/12

Approved by Faculty Council: 12/20/12

Scope of Responsibility

- Provides initial review of Conflict of Interest Management Plans, and subsequent oversight of activities identified at least on an annual basis.

Committee Composition

- Both the Chair (ADR) and members of the committee are appointed by the Dean with advice of the other Deans and Chairs. Member terms are for one year.
- All Committee members vote on COI cases
- A minimum of 5 committee members need to be present to hold a COI meeting
- 2012-13 Committee Members
 - Associate Dean Linda Dwoskin, Chair
 - Interim Dean McNamara, Vice Chair
 - Eric Munson – PS Faculty
 - Steven Van Lanen – PS Faculty
 - Karen Blumenschein – PPS Faculty
 - David Burgess – PPS Chair
 - Brad Anderson – PS Interim Chair
 - Charolette Garland, Staff Liaison

Meetings

- Frequency: Meetings will occur approximately once a month. Meeting frequency may be adjusted as necessary.
- All Management Plans and Annual Oversight are placed on SharePoint for the committee to review prior to the meeting

Member Roles

- Chair – The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities; reports of committee actions are made on a timely basis and serves as committee liaison to the College Executive Council. In collaboration with the Vice Chair and Staff Liaison, the Chair will provide an annual report of committee activities to the Dean (see *Reports* for more details).
- The Chair is responsible for agendas, minutes, and forwarding recommendations to the appropriate individual or body.
- Vice Chair – The Vice Chair is a full voting member of the committee, and will serve in an advisory capacity to the Chair. The Vice Chair will assume duties of the Chair in his/her absence.

- Staff Liaison – The staff liaison is responsible for assisting the Chair and Vice Chair with committee management and accountability. As such, he or she will assist the Chair and Vice Chair with committee functions, operations, schedules, etc.

Minutes

- Minutes will be documented in an approved CoP common format.
- A digital version of approved committee minutes shall be made available on the UK COP Sharepoint site document library.
- The staff liaison shall assure the maintenance of approved committee minutes, as well as documentation supporting each action item voted upon (e.g., agenda packets).

Reports

- The COI Committee reports to the Dean.
- The Annual Report shall include an assessment of the committee's progress on annual charges, related outcomes of committee work, and value of contributions of individual members.
- Contributions of committee faculty will be provided to the Department Chair.

Committee Resources

- None

University of Kentucky College of Pharmacy

CURRICULUM COMMITTEE

Operating Procedures

Proposed by Committee: 10/17/2012

Approved by Faculty Council: 12/20/12

Scope of Responsibility

The Curriculum Committee is a standing committee of the College of Pharmacy reporting to the faculty on matters related to the professional program. The Accreditation Council for Pharmacy Education (ACPE) states that on behalf of the faculty, the Curriculum Committee must manage curricular development, evaluation, and improvement to ensure that the curriculum is consistent with the collective vision of the faculty and administration. The faculty is responsible for curricular development, delivery, and improvement. [Standards 2007, #9]

The committee must have adequate resources and strive for:

- Optimal sequencing, reiteration, and integration of curricular content guided by assessment and periodic monitoring (e.g., mapping)
- Awareness by faculty of each other's courses
- Application and reinforcement of content
- Provision of balanced course loads
- Availability of sufficient elective and pathways for students to pursue special interests
- The use of proven and innovative teaching and learning strategies
- Consistency of course syllabi
- Standardized allocation of course credit

Charge

Monitor and review the professional curriculum and make appropriate recommendations regarding the following:

- ✓ All proposed new professional course offerings both required and elective
- ✓ Pre-requisites and co-requisites for both required and elective coursework
- ✓ Significant course changes involving course outcomes, content, manner of teaching, manner of student assessment
- ✓ Ongoing regular review of professional courses and course sequences
- ✓ Pre-pharmacy course requirements
- ✓ Review education-related assessment data

Committee Membership

The committee is composed of the following voting members:

- 6 faculty members (appointed by the Dean)
 - Two practitioners (share 1 vote)
 - Two students from each of the following: PY2, PY3, and PY4 years (one vote per class for a total of 3 votes)
 - Two pharmacy residents (share 1 vote)
- Total votes = 11 [The Chair shall only cast a vote to break a tie.]

Ex-officio members may include:

- Deans: Office of Education, Academic Affairs
- Director of Assessment
- Director of Instructional Technology
- Department Chairs (PPS, PS)

Quorum:

Quorum will be defined by having more than one-half of the eligible voting members present (7 or more) and is required for voting on agenda items.

Administrative Support:

Office of Education

Meetings

Meetings are held 1-2 times a month depending on agenda items.

Member Roles

The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities, and reports of committee actions are made on a timely basis. The Chair will also provide an annual report of committee activities, accomplishments and member contributions.

A staff liaison will provide committee support thru scheduling, recording and maintaining minutes, communicating information to committee members, etc.

Minutes

Minutes of each meeting are recorded and maintained. They are documented using an approved CoP format.

Reporting

This committee reports to the faculty.

Committee Resources

- ACPE guidelines
- University of Kentucky Administrative and Governing Regulations
- UK College of Pharmacy rules

University of Kentucky College of Pharmacy

GRADUATE PROGRAM COMMITTEE

Operating Procedures

Proposed by Committee: 9/14/12

Approved by Faculty Council: 3/21/13

Scope of Responsibility

- The Pharmaceutical Sciences Graduate Program Committee reports to the graduate faculty and serves to:
 - Review graduate program policies and make recommendations on overall oversight and governance of the graduate program.
 - Facilitate graduate program recruitment, interviews, admissions, travel awards and fellowship nominations
 - Make recommendations on all graduate course changes
 - Review graduate courses and sequences
 - Review applications for graduate faculty memberships
 - Conduct programmatic assessments
 - Manage the Summer Undergraduate Research Program
 - Recommend candidates for Rho Chi, Guttman and Swintosky Distinguished Lectures

Committee Composition

- The Director of Graduate Studies (DGS) serves as the Chair of the Graduate Program Committee.
- Representatives from each of the four tracks (Discovery, Development, CET, and POP) will be appointed to a two-year term
 - Drug Discovery Program Representative– appointment by the Chair of the Pharmaceutical Sciences Department in consultation with the Division Director and DGS
 - Drug Development Program Representative– appointment by the Chair of the Pharmaceutical Sciences Department in consultation with the Division Director and DGS
 - Clinical and Experimental Therapeutics Program Representative – appointment by the Chairs of the Pharmaceutical Science and Pharmacy Practice and Science Departments in consultation with the DGS
 - Pharmaceutical Outcomes and Policy Graduate Program Director – appointment by the Chair of the Pharmacy Practice and Science Department, in consultation with the DGS
- Graduate Program Student Affairs Coordinator (non-voting)
- Graduate Student Representative – is elected annually at the first meeting of the graduate students, to be held no later than the middle of September. The graduate student member will be excluded from discussions of and votes on confidential data regarding graduate students by vote of a majority of the faculty members of the committee.
- Pharmaceutical Sciences Department Chair – ex officio (non-voting)
- Pharmacy Practice and Sciences Department Chair – ex officio (non-voting)

Meetings

- Frequency: meetings are held on an as needed basis.
- A quorum will consist of at least three voting members.

Member Roles

- The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities, and reports of committee actions are made on a timely basis. The Chair also provides an annual report of committee activities, accomplishments and member contributions.
- A staff liaison will provide committee support, through scheduling meetings, assembling materials for committee consideration, recording committee minutes, communicating results of committee decisions to affected parties, etc.

Minutes

- Minutes will be documented in approved CoP format.
- A digital version of approved committee minutes shall be made available on the UK COP Sharepoint document library.

Reports

- The Annual Report shall include an assessment of the committee's progress on annual charges, related outcomes of committee work, and value of contributions of individual members.
- Contributions of committee faculty will be provided to the Department Chair.

Committee Resources

University, Graduate School, and College of Pharmacy rules and regulations

University of Kentucky College of Pharmacy

HONOR CODE COMMITTEE

Operating Procedures

Proposed by Committee: 3/13/13

Approved by Faculty Council: 3/21/13

Scope of Responsibility

The College of Pharmacy Honor Code Committee (HCC) is a standing committee with the charges of influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and regularly re-educating students, faculty and staff about the Code. The HCC will develop materials and fair procedures as necessary.

The HCC serves to advise the Dean of the College of Pharmacy in suspected cases of academic misconduct. Specific committee charges include:

1. Administering the student hearing process as defined by the College of Pharmacy Honor Code.
2. Influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and regularly re-educating students, faculty and staff about the Code.
3. Developing materials and fair procedures as necessary.

Committee Composition

The Honor Code Committee consists of one Pharmacy First Year (PY1) student, two Pharmacy Second Year (PY2) students, three Pharmacy Third Year (PY3) students, and four Pharmacy Fourth Year (PY4) students, one administrative staff secretary (non-voting) and one faculty advisor (non-voting) from each department in the College of Pharmacy. Each April, the PY1, PY2 and PY3 classes will each elect one additional student from their respective classes to serve on the HCC. Once elected, students will remain on the HCC until graduation, resignation by the student, removal of the student from the HCC by majority vote of the HCC, or removal of the student by the Dean for failure to maintain good academic or professional standing. A new student representative shall be elected by the class affected. The PY1 student will be elected from the class in January.

The Chair of the HCC will be a PY3 student during the year they serve. The term will begin on graduation day of the year they are elected and conclude on graduation day the following year. Elections will be held annually in April by the student members of the HCC. The Chair must have at least one year of experience on the HCC to be eligible to serve.

The Vice Chair will be a PY3 student with at least one year of experience on the HCC.

Faculty advisors will be appointed by the Dean in a manner customary with other faculty committee appointments. Faculty Advisors will be nominated by the Faculty Council. Each term will be two years and each year new faculty advisor(s) will be appointed to replace the outgoing faculty from that department. A faculty advisor may not serve more than two consecutive terms on the HCC. Faculty advisors will not have voting privileges.

An administrative staff member will be appointed annually by the Dean to serve as Committee Secretary. This member will not have voting privileges.

Meetings

Historically, the HCC convenes when an alleged Honor Code violation occurs. It is recommended that the committee convene twice yearly, once in September to welcome new members to the committee and orient them to the charges and functions of the committee and in January to do a midyear assessment of committee activities and functions. A quorum will consist of a simple majority of voting members (students) dependent on the number of committee members. (Note: in the fall, the committee has nine students. In the spring, the committee has ten students with the addition of a PY1 student elected in January.)

Members Roles

The Chair will coordinate all business of the committee, facilitate preliminary inquiries, facilitate hearings, and provide all official committee communications.

In accordance with parliamentary procedure, the Chair votes on possible committee actions only in case of a tie. In collaboration with the Administrative Liaison, the Chair will provide an annual report of committee activities (see reports for more details). The Chair is responsible for agendas, minutes, and forwarding recommendations to the appropriate individual or body.

The Vice Chair shall serve in the absence of the Chair, or in cases in which the Chair shall recuse him/herself from participating

The Vice Chair is a full voting member of the committee and will serve in an advisory capacity to the Chair.

Administrative Liaison - The administrative liaison is responsible for committee management and accountability. As such, he or she will advise the Chair in committee functions, and serve as a committee liaison to the Executive Committee.

An administrative staff member will be appointed annually by the Dean to serve as Committee Secretary.

Minutes

Minutes will be documented in an approved CoP format. A digital version of approved committee minutes shall be made available on the UK COP Sharepoint document library. However, proceedings of a confidential nature will be maintained, and reports/minutes will be shared with the HCC and the Dean.

The assigned administrative liaison shall assure the maintenance of approved committee minutes, as well as documenting supporting each action item voted upon.

Reports

The Honor Code Committee reports to the Dean of the College of Pharmacy. A written report shall be delivered at least annually by the Chair, in consultation with the Faculty Advisors. Annual report shall include an assessment of the committee's progress on annual charges, related outcomes of committee work and value of contributions of individual members. Contributions of committee Faculty Advisors will be provided to the Department Chair(s).

Committee Resources

University and College of Pharmacy rules and regulations.

University of Kentucky College of Pharmacy

STUDENT AFFAIRS COMMITTEE

Operating Procedures

Proposed by Committee: 1/9/2013

Approved by Faculty Council: 3/21/13

Scope of Responsibility

The Student Affairs Committee is charged to select recipients for professional degree scholarships and honorary awards, as well as to conduct the hearing process as defined by the Health Care Colleges Code of Professional Student Conduct ([Behavioral Code](http://www.uky.edu/regs/files/CHHcode.pdf), www.uky.edu/regs/files/CHHcode.pdf).

Committee Membership

The committee is composed of the following voting members:

- Ten faculty members (at least six of whom teach in patient-care settings and none of whom has an administrative appointment in the College). Once appointed by the Dean, faculty members will serve a two year term. For constitution of the initial committee, some members shall have a one-year term.
- Eight PharmD students in good standing who have completed at least one year of their professional degree program requirements and whose names are among those provided by the College's Student Advisory Council. Once elected, students will serve until they graduate from the program and as long as they remain in good standing.
- One pharmacy resident who shall serve for a term of one year.

Ex-officio members include:

- Associate Dean, Academic and Student Affairs (non-voting)
- Director of Student Services (non-voting)
- Director of Admissions (non-voting)
- Director of Development (non-voting)
- Director of Alumni and External Relations (non-voting)

All committee members shall have voting privileges.

The Chair and Vice Chair of the Student Affairs Committee shall be appointed annually by the Dean and be from a patient-care setting.

Administrative support shall be provided by the Offices of the Dean and Academic and Student Affairs.

Committee Composition

The Student Affairs Committee (hereafter referred to as the Core Committee) is composed of two subcommittees, each established to address specific matters (outlined below) related to the professional degree program as follows:

- 1) Honors and Awards: Outline and document each award and its nominating procedure, fund procurement, award and payment; facilitate the selection of each recipient.
- 2) Scholarship: Facilitate the selection and awarding of financial aid awards (e.g. scholarships, grants) administered by the College of Pharmacy.

Each faculty member of the Core Committee will serve on either the Honors and Awards or Scholarship Subcommittee. Four of the eight students will be appointed to the Honors and Awards Subcommittee. Students are ineligible to serve on the Scholarship Committee. Faculty and student members of the Core Committee will collectively serve as a pool for the hearing process as defined by the Behavioral Code.

Each subcommittee will determine its policies and procedures.

Meetings

The Chair, Vice Chair, Subcommittee Chairs and Administrative Liaison shall meet at least once each semester to discuss committee progress. Select members of the Core Committee shall convene when an alleged behavioral code violation occurs. Each subcommittee shall meet on an as needed basis regarding scholarship and honors and awards. A quorum for a subcommittee constitutes the Chair or designee and a simple majority of the voting members of the subcommittee.

Member Roles

The Chair is responsible for all committee functions, including assurance that the committee accomplishes its assigned charges, members are aware of their responsibilities, and reports of committee actions are made on a timely basis. In accordance with parliamentary procedure, the Chair votes on possible committee actions only in case of a tie. The Chair will also provide an annual report of committee activities, accomplishments and member contributions.

The Vice Chair is to assume the duties of the Chair in his/her absence or in case the Chair should not serve in a violation of a misconduct case. The Vice Chair shall also serve as the administrator (chair) of the Behavioral Code hearing process. The SA Chair shall serve as the administrator (chair) of the Behavioral Code hearing process should the Vice Chair be unavailable or have a perceived conflict of interest.

The Director of Alumni and External Relations shall serve as the Honors and Award Subcommittee Chair. The Director of Development shall serve as the Scholarship Subcommittee Chair.

The Associate Dean for Academic and Student Affairs shall serve as the administrative liaison, advising the Chair on committee functions and serving as a committee liaison to the Executive Council and Faculty Council.

Staff will be provided to serve as recording secretary at meetings and establish communications with other members of the committee regarding meeting materials and meeting times.

Minutes

Minutes will be documented in an approved CoP format. A digital version of approved committee minutes shall be made available on the UK COP Sharepoint document library. However, proceedings of a confidential nature will be maintained by the Office of Academic and Student Affairs, and reports/minutes will be shared with the committee and the Dean.

Reports

The Student Affairs Committee reports to the Dean and the faculty. An annual report including an assessment of the committee's progress on annual charges, related outcomes of committee work and value of contributions of individual members shall be submitted to the Executive Council. Contributions of committee faculty will be provided to the Department Chair.

Committee Resources

- Health Care Colleges Code of Student Professional Conduct
- Honor Code
- University of Kentucky Administrative and Governing Regulations
- UK College of Pharmacy Governance Document