

BYLAWS
(November 17, 2009)

SCHOOL OF PHARMACY

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Dean as required in Section 23-43C, in an orderly and expeditious manner, the faculty of the School of Pharmacy establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedures.

ARTICLE I
PURPOSE AND FUNCTION

Section 1. The purpose of the School of Pharmacy shall be to provide programs within the larger context of the University of Washington, whose mission is defined in University Handbook, RCW, 28 B-20.020 Vol. 1-1.

Section 2. The faculty of the School of Pharmacy, University of Washington, is the School's governing body, under The Faculty Code, Section 23-41.

Section 3. Pursuant to Chapter 13 and Section 23-43 of the Faculty Code, the faculty of the School of Pharmacy:

A. shall, with respect to academic matters

1. Determine its requirements for admission to, retention in, and graduation from the Doctor of Pharmacy (Pharm.D.) degree Program;
2. Determine the Pharm.D. degree curriculum and programs;
3. Determine the scholastic and professional standards required of its Pharm.D. students;
4. Recommend to the Board of Regents those of its professional students who qualify for the Pharm.D. degree;
5. Exercise the additional powers necessary to provide adequate instruction and supervision of its professional students;
6. Enable the administration of the graduate programs leading to the M.S. or Ph.D. degree in each academic department, as described in Article X, and in accord with the mission of the School.

B. shall, with respect to personnel matters, make recommendations to its Dean in accord with the provisions of Chapter 24 and of Section 25-41.

ARTICLE II
VOTING MEMBERSHIP

Members of the School of Pharmacy faculty who are voting members of the University faculty shall be voting members of the School of Pharmacy faculty, in accordance with the Faculty Code, Section 21-32:

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of (tenure, research track, and, WOT): professor, associate professor, assistant professor, full-time instructor, full-time lecturer, senior lecturer, principal lecturer, retired assistant professor, associate professor and professor and retired research assistant, research associate, and research professor, during the quarter that he or she is serving on a part-time (50% or greater appointment) basis.

B. Notwithstanding the rank held, the following are not voting members of the faculty:

- Persons serving under acting or visiting appointments;
- Persons serving under research appointments, holding less than 50% appointments;
- Persons on leave of absence;
- Persons serving under clinical or affiliate appointments;
- Persons of emeritus status unless serving on a part-time basis;
- Persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

C. Research faculty may vote on all personnel matters as described in the *Faculty Code* except those relating to the promotion to and/or tenure of faculty to the following ranks:

- Senior Lecturer
- Assistant Professor
- Associate Professor
- Professor
- Associate Professor WOT
- Professor WOT

D. Voting Membership in Relation to Joint Appointment:

A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes. (Sec. 24-34 B.7).

ARTICLE III FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council

Responsibilities: The Faculty Council's responsibilities shall be to advise the Dean on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45B). The Faculty Council shall provide governance for the faculty of the School of Pharmacy. This body shall be concerned with all domains of faculty authority and duties of the School of Pharmacy faculty and the professional and personnel issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the School of Pharmacy faculty and shall account to the School of Pharmacy faculty for those acts.

The Faculty Council shall provide for:

1. Oversight, coordination, and support of the activities of all elected School of Pharmacy standing committees.
2. Election of the chair and members of the Faculty Council and the chairs of the standing committees.
3. Advice to the Dean and faculty on proposed changes to the requirements for graduation from the Pharm.D. program.
4. Advice to the Dean and faculty on proposed changes to the requirements for admission to the Pharm.D. program.

Membership: There shall be three members of the council, one elected by each department including a chair and a chair-elect. All members of Faculty Council shall serve a three-year term of office. The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The Dean serves ex officio without vote.

Section 2. Standing Committees

A. Promotion and Tenure Committee.

The charge of the Promotion and Tenure Committee (PTC) is to review all tenure recommendations and proposed promotions to the level of Senior and Principal Lecturer and Associate and Full Professor. After the review of a proposed promotion, the PTC makes a recommendation to the Dean (24-54 C).

Membership: This standing committee will include one faculty member elected from each academic department within the School, and will include a Chair and a Chair-elect. The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The term of office for the chair shall be one year. All members shall be at the rank of Professor.

ARTICLE IV VACANCY IN OFFICE

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, or failure to attend meetings of any committee without advanced notification.

Filling Vacancies. If a vacancy should occur during the term of any office, the Faculty Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

ARTICLE V QUORUM

A quorum for any meeting of the School of Pharmacy faculty shall consist of at least half the voting members of the faculty, with all departments represented.

ARTICLE VI VOTING

A proposed action of the School of Pharmacy faculty under the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting. For voting in a meeting, voting may occur orally, by show of hands, or by ballot.

For voting by mail or electronic ballot, actions are approved by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots.

ARTICLE VII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

Meetings. At least one meeting of the faculty shall be held during each academic year. This can be on the same date as other School meetings or retreats. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings may be held when called by the Faculty Council, or when requested by the Dean. The Dean presides at the meeting of School Faculty.

Order of Business. The Faculty Council shall determine the order of business.

Agenda. The agenda shall be developed by the Faculty Council with input from individual faculty members, departments, divisions, councils, committees, task forces, working groups and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in School of Pharmacy Faculty Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

ARTICLE IX AMENDMENTS

These bylaws may be amended at any regularly scheduled all-school faculty meeting by majority vote of those present provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least three

week(s) prior to the meeting at which action is taken. The bylaws may be amended by mail ballot by majority of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least three week(s) prior to the date on which the ballots will be tallied.

ARTICLE X DELEGATION OF POWERS TO DEPARTMENTAL FACULTIES

The Faculty of the School of Pharmacy delegates to the faculties of its several departments the following powers and duties regarding programs leading to the Ph.D. (23-43C):

1. Determine requirements for admission to and graduation from the Graduate Programs leading to a Doctor of Philosophy or a Masters of Science degrees;
2. Determine curriculum and academic programs for graduate studies leading to a Ph.D. or M.S. degrees;
3. Determine the scholastic standards required of its Ph.D. or M.S. students;
4. Recommend to the Board of Regents those of its students who qualify for the University Ph.D. or M.S. degrees;
5. Exercise the additional powers necessary to provide adequate instruction and supervision of its students;