BYLAWS OF THE FACULTY

ARTICLE I: ORGANIZATIONAL OFFICERS AND GOVERNANCE

SECTION A. DEAN
The Dean of the College of Pharmacy, as the presiding officer of the faculty (Constitution, Article VI), is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed to the successful completion of the role and mission of the College of Pharmacy.

The Dean of the College of Pharmacy is appointed by and serves at the pleasure of the University President, Academic Provost, and Vice-President, Kasiska Division of Health Sciences.

SECTION B. FACULTY OFFICERS
The Dean of the faculty shall be assisted by other faculty members who have been appointed to administer specific responsibilities delegated to them by the Dean. Faculty officers shall be designated as: (1) Academic Department Chairs, (2) Assistant and/or Associate Deans, and (3) other program administrators who may be appointed as Assistant or Associate Department Chairs, Directors or Coordinators. Faculty officers are appointed and serve at the pleasure of the Dean.

SECTION C. COLLEGE MEETINGS
The Dean shall preside over all meetings of the Pharmacy faculty organization, or in his/her absence, by another member of the faculty designated by the Dean.

Meetings of the faculty organization, and semester meetings required by the Constitution (Article V), may be convened at the discretion of the Dean, and shall be called upon receipt, by the Dean, of a signed petition from five or more faculty members. Notice of such meetings must be announced no later than five working days after receipt of the petition.

SECTION D. ADMINISTRATIVE COUNCIL
The Dean, Assistant Dean for Alaska Programs, Associate Dean(s), Academic Department Chairs, and Faculty Affairs Committee Chair, shall constitute the
ADMINISTRATIVE COUNCIL of the College and faculty organization. The Chair of this committee shall be the Dean.

1. The Administrative Council shall serve to advise the Dean, and under his/her direction shall coordinate and cause to be implemented all faculty, student and staff activity required to fill the role and mission of the College. This committee shall be guided in its several administrative and governance functions by policy and recommendations proposed by faculty committees and ratified by a simple majority vote of the faculty organization constituency. To this end, the Administrative Council shall:

   a. Approve the appointment of faculty members nominated to serve on both standing and ad hoc faculty committees, except where membership is determined by faculty vote.

   b. Provide the charges to each standing and ad hoc committee.

   c. Receive, review, and formulate action plans for all and accept all-minutes, recommendations and policies made by standing or ad hoc committees or policies approved by the faculty.

2. The Dean, at his/her discretion, may constitute additional administrative committees in order to conduct the necessary operations of the College.

3. Minutes of the Administrative Council shall be kept and copies provided to all members of the faculty organization. Faculty comments, suggestions, or objections to decisions made by the Administrative Council and stated in these minutes shall be made in writing and directed to the Dean.

ARTICLE II: ORGANIZATIONAL UNITS

SECTION A. ACADEMIC DEPARTMENTS

1. The faculty of the College of Pharmacy shall be organized into academic departments according to professional or scientific area and teaching discipline. Two of these departments shall be known as: (1) The Department of Biomedical and Pharmaceutical Sciences, and (2) Pharmacy Practice. Additional departments, which may be created to meet future needs of the College, shall be formed and governed in accordance with these bylaws for the two departments here named.
a. The Department of Biomedical and Pharmaceutical Sciences shall be composed of all faculty holding an academic appointment in pharmacology, toxicology, pharmaceutical or medicinal chemistry, pharmacognosy, pharmaceutics, basic pharmacokinetics or biopharmaceutics, or similar and related biomedical and pharmaceutical science disciplines.

b. The Department of Pharmacy Practice shall be composed of all faculty holding an academic appointment in pharmacy practice with appropriate credentials/experience in one of the clinical pharmacy disciplines, pharmacy administration, healthcare outcomes, or similar and related science disciplines.

2. Each department shall formulate and follow a departmental mission and goals statement, which is in support of the mission and goals of the College. The departmental mission shall also appropriately support professional PharmD student admissions and academic standards; development and delivery of the professional curriculum as appropriate; departmental scholarship, policies pertaining to faculty governance; and the special and unique faculty development needs of each department.

3. Each department, through representation on the Graduate Education and Faculty Research Affairs (GEFRA) committee, shall formulate policies and procedures related to the development and delivery of departmental graduate program curricula, graduate student admissions and academic standards.

4. Each department shall be supported by a separate individual salary and operational budget, and shall be administered by a member of the departmental faculty appointed by the Dean. This administrator shall be the Academic Department Faculty Chair, and will be responsible for providing leadership and governance to all faculty and staff appointed to that department.

Other, more specific responsibilities of the Department Chair shall include, but not be restricted to:

a. The recruitment and recommendation for academic appointment of departmental faculty as directed by the Dean. It is expected that departmental faculty search committees be used appropriately in this process.
b. The assignment of teaching and other academic responsibilities designed to deliver the professional and graduate curricula assigned to that department by the Dean.

c. Provide opportunity for and assist each member of the faculty in achieving optimal professional development in teaching, research or scholarly activity, and professional service.

d. Conduct annual and special evaluations of departmental faculty and staff as required by University policy, and make recommendations pertaining to salary adjustments and personnel actions to the Dean. Recommendations for academic promotion and the awarding of or continuance of tenure shall only be made after due consideration of recommendations made by the Faculty Affairs Committee who shall stand as the permanent Faculty Promotion and Tenure Evaluation Committee in the College (Bylaws, Article III, Section A. Also, see ISUPP 4020, Promotion & Tenure Policy.

e. Manage and direct the acquisition and disposition of the departmental budget as directed by the Dean, and in accordance with University and College policies.

4. A departmental chair may be assisted in his/her responsibilities by other faculty members appointed to serve as assistant or associate departmental chairs, as program directors or coordinators or in other specific administrative functions. Such appointments, like that of the Chair, are through approval by and action of the Dean.

5. Departmental chairs are appointed by the Dean, ordinarily with the affirmative recommendation and support of the departmental faculty. In making this recommendation, the departmental faculty as a whole shall serve as a search and selection committee, and will recommend a choice of candidates only upon an affirmative vote of a simple majority of the full-time faculty in the department. The search committee, as a whole, may be assisted in this process by a subcommittee of its members appointed by the Dean to screen and review candidates for the position.

6. Departmental Chairs in the College of Pharmacy shall serve permanently at the pleasure of the Dean, unless otherwise directed by University policy.
SECTION B. FACULTY COMMITTEES

1. Standing faculty committees shall be appointed to represent the College faculty organization in the governance of their affairs, and to protect and promulgate faculty interests pertaining to the mission and goals of the College. These committees shall develop policy and provide recommendations regarding the governance of the following specific areas of academic business:

   a. Student qualifications and standards for admission into the professional and graduate education programs, and for progression in either curriculum.

   b. The development, provision, and assessment of the professional and graduate program curricula.

   c. The requirements and standards for faculty professional development, including academic promotion and the achievement of tenure.

   d. Integration of new technology within the College of Pharmacy to enhance faculty teaching and scholarship.

2. Faculty membership on College of Pharmacy standing committees shall be determined as described in these bylaws. When membership is determined by faculty nomination and vote, such elections will be conducted by each department. Committee memberships appointed by the Dean or Department Chairs, shall be approved by the Administrative Council. It is recommended that, individual faculty members serve on only one standing committee at a time, except where a faculty member is serving on a University council or committee, which requires College committee membership in accordance with these bylaws, or is elected to serve on the Faculty Affairs Committee while still serving on another committee. Individual committee memberships shall also be limited to a period not to exceed three consecutive committee years except for those instances where membership on a College committee is required by concomitant membership on a University council or committee. The three-year limitation does not apply to administrative representatives. A retiring member of any committee may again be nominated or elected to that same committee for one additional term.
If either an elected or appointed departmental faculty representative to a standing committee leaves the faculty organization or committee, permanently or temporarily, the Administrative Council shall ensure an alternate representative be elected or appointed as per committee policies no later than ten working days following the occurrence of the committee vacancy. An alternate representative shall serve only for the time remaining on the original term of the faculty representative replaced, but will be eligible for re-election or re-appointment to that same committee as a regular representative immediately following the completion of the alternate’s term of committee membership.

For all College of Pharmacy Standing Committees, voting status of ex officio members shall be defined by each committee’s bylaws.

3. Faculty membership on standing College committees shall be appointed initially to allow a replacement of 50% of its elected or appointed membership in a committee year. To accomplish this, any newly organized standing committee to be established under these bylaws shall be appointed with one-half of the faculty membership to serve for a one-year period and one-half for the regular three-year period. Those members appointed for one year initially will be replaced after that period by an equal number of representatives appointed for the normal three-year period.

4. A standing committee year shall be from the first day of the fall semester each year through the beginning of the next fall semester. Each year will begin with the seating of new members, the election of new committee officers, and the determination of a specific agenda for the next year. These organizational functions shall be accomplished by each committee by the end of the spring semester of each year. Each committee will then begin its work, fully organized, during the first thirty days of the next academic year.

   a. New committee appointments are to be determined as specified and approved by the Administrative Council, no later than one week prior to the end of the spring semester, and be seated on the respective committees by the first day of the fall semester.

   b. In addition to seating new members and approving the new agenda, each committee will, unless otherwise directed by these bylaws, elect new committee officers for the current year. Such officers shall be a chair, who must be in at least the second year of their appointment.
The chair of the Faculty Affairs Committee must be tenured and all members must be in at least their second year of appointment. The committee chairs shall direct the activities of the committees and preside over their meetings. To ensure a smooth transition of committee responsibilities, each committee will elect a vice-chair to assume the chair responsibilities at the beginning of the following year.

c. Committee officers shall serve for a period as defined by each standing committee beginning with the organizational meeting of the fall semester and extending through the next officer election and organizational meeting of the following fall semester.

d. The initial formation of each committee shall be under the direction of the Administrative Council who shall cause the first membership to be elected or appointed, and the first organizational meeting to be scheduled and called. The Administrative Council liaison to each committee shall serve as the pro tempore chair until the first committee officers have been elected.

5. Standing committees shall keep and approve all minutes of meetings and business. When accepted and approved by committee membership, minutes shall be distributed to the Administrative Council through the designated liaison. When the committee minutes include a specific recommendation or policy for faculty consideration, the Administrative Council shall communicate their acceptance and action to the standing committee recommendations within fifteen working days after receipt. If a new recommendation or policy is accepted as submitted by the standing committee, the Administrative Council will present the recommendation to all members of the faculty for approval and ratification by a simple majority vote.

**ARTICLE III: STANDING FACULTY COMMITTEES**

**SECTION A. FACULTY AFFAIRS COMMITTEE**

1. The Faculty Affairs Committee shall be comprised of three faculty members from each academic department in the College of Pharmacy. This committee shall be constituted as follows:
a. Faculty shall be nominated by the faculty with consideration for representation from all sites when possible and elected by a vote of all eligible faculty.

b. Pharmacy faculty member(s) elected by a vote of all eligible College faculty to serve as representatives on the University Faculty Senate shall be a member of this committee as a representative of the department in which they hold faculty appointment.

c. At least one-half of committee membership shall be at a rank of Clinical Associate or Associate Professor or greater.

d. All committee members must be in at least in their second year of their faculty appointment.

e. The chair must be a faculty member at or above the rank of Clinical Associate or Associate Professor.

2. For FAC activities not related to promotion and/or tenure or departmental periodic performance review, only two faculty members from each department will be required. Faculty members in their first year of election to the FAC will only be required to participate in promotion and/or tenure and departmental periodic performance reviews.

3. In the event a current member of this committee has applied for promotion and/or tenure, the faculty member shall notify his/her department chair and the dean at the time of expressing intent to apply for promotion and/or tenure. An election within the candidate’s department shall be conducted within two weeks by the dean to select a one-year replacement for this faculty member during the promotion and tenure process.

4. In the event that there is only one Faculty Senator, or other such membership changes that unbalance the composition of three members from each department, an election in the respective department shall be conducted within two weeks to select a one-year replacement or a full appointment as appropriate.
5. Three faculty members from each department will be required for all recommendations related to promotion and/or tenure. When this committee is functioning to make promotion and/or tenure recommendations, the membership shall also include:

   a. Three non-voting professional pharmacy students selected by the Pharmacy Student Senate and appointed by FAC. One student shall be from the Pocatello site, one from Meridian, and one from any site. One student shall be a P-1, one a P-2, and one a P-3. To ensure continuity, students serve for 3 years beginning in their P-1 year.

   b. One additional faculty member; serving as an advocate, selected by the individual member of the faculty who is to be evaluated.

6. Faculty members elected to the FAC shall serve a three-year period. The student representatives shall serve until the end of their P3 year and the additional faculty advocate shall serve only during the evaluation of the faculty member for whom he or she is representing. Non-elected faculty representatives shall have full privileges and voting rights during their limited committee membership. Student members shall not be allowed a vote on any recommendation pertaining to faculty promotion or the awarding of tenure.

7. If a Faculty Affairs Committee member must miss a period of one semester or longer due to a sabbatical, temporary reassignment or cause other than promotion and tenure application, an election will be conducted by the faculty of the representative’s department to replace this member for the entire academic year. The election shall occur no later than two weeks following the vacancy in accordance with College and University bylaws.

8. The Faculty Affairs Committee shall serve as the Standing Peer Faculty Activity Evaluation Committee and shall conduct all individual faculty activity evaluations requested by the Dean for purposes of recommending academic promotion and/or tenure, and in special circumstances for the continuance of tenure (tenure competency reviews when required). The departmental members of the FAC shall serve as the Standing Departmental Peer Faculty Activity Evaluation Committee to conduct individual faculty activity reviews and evaluations requested by the Department Chair such as third year or fifth year periodic performance reviews.
9. This committee shall also represent all College faculty in matters pertaining to the purposes and powers of the faculty as defined in University and/or College of Pharmacy Bylaws and policies. This committee, as an advocate of faculty welfare, may thus consider all matters of relevant business referred to it by the faculty, as well as by the Dean or other faculty officers. In more specific terms, this committee shall develop policy and make recommendations pertaining to:

   a. Standards and requirements for academic promotion and the awarding of tenure, which may include procedures and instruments to be used in the evaluation of individual faculty activity by students and faculty peers.

   b. Procedures of grievance concerning academic promotion, and the awarding or continuance of tenure.

   c. Procedures, standards and requirements for faculty activity evaluations (including but not limited to: Third year and Fifth year departmental periodic performance review).

10. The Faculty Affairs Committee shall also be responsible for the maintenance of the College of Pharmacy Constitution and Bylaws.

11. The Faculty Affairs Committee, in conjunction with the Department Chairs, shall be responsible for reviewing and maintaining all ACPE Standards relating to Faculty and Staff Resources of the College.

12. The Faculty Affairs Committee shall serve as the standing committee of the faculty to foster promote and assess faculty development. Specific activities include, but are not limited to:

   a. Plan workshops, speakers, retreats or other structured activities designed to enhance the skills of the faculty.

   b. When requested in writing by an individual faculty member, conduct a peer evaluation of their teaching effectiveness. At the faculty member's discretion, the results may be reported to the faculty member's Department Chair.
c. Conduct a peer review of teaching effectiveness of each faculty member who is requesting promotion and/or tenure. The results of this review shall be included in written form in the promotion and/or tenure document.

13. To accomplish the work in the several areas of responsibilities, this committee may be divided into subcommittees under the direction of subcommittee chairs; except any subcommittee assigned the duties of peer review of teaching effectiveness shall have a majority of the members holding rank and tenure status at least equivalent to the individual faculty member being reviewed.

14. The minutes of this standing committee shall be distributed to the faculty within 10 working days of their approval and reported to the Administrative Council thru its representative, the FAC chair.

15. Annually, this standing committee shall report its policy and/or procedural recommendations to the faculty at its final meeting each semester. A summary of the committee’s work over each academic year shall be reported in writing to the Director of Assessment & Accreditation and Administrative Council/Dean annually.

SECTION B. CURRICULAR AFFAIRS COMMITTEE

1. The Curricular Affairs Committee shall be comprised of the following members:

   a. The Associate Dean for Academic Affairs (ex-officio, voting)
   b. The Assistant Dean for Alaska Programs (ex-officio, voting)
   c. A representative from the Office of Experiential Education (ex-officio, non-voting)
   d. The Director of Interprofessional Education (ex-officio, non-voting)
   e. Four additional faculty members, appointed by their Department Chairs, and approved by the Administrative Council. Department Chairs are not eligible to serve on this committee.
f. Three professional pharmacy students in their P2 or P3 year; ideally, one each from Pocatello, Meridian, and Anchorage nominated by the Pharmacy Student Senate. Student representatives are voting members.

2. Committee terms for department members shall be three years, and student members shall serve for a period of one year.

3. On behalf of the faculty, the Curricular Affairs Committee shall be responsible for the ongoing evaluation, development and improvement of all aspects of professional pharmacy curriculum. This includes responsibility for determining the pre-professional requirements and for ensuring the quality and effectiveness of the Doctor of Pharmacy curricula.

   a. It is the primary responsibility of the Curricular Affairs Committee to ensure that the professional curriculum meets current accreditation standards and the College of Pharmacy mission and goals.

   b. The Committee shall be responsible for reviewing all curricular assessment data as provided by the Director of Accreditation and Assessment and using such data to recommend curricular improvement.

   c. The Committee shall have both the right and responsibility to review all required and elective professional courses in detail.

   d. Given that the professional curriculum is the product of the College as a whole, all Committee activities shall be reported directly to the faculty and major decisions relating to the curriculum shall require approval by a vote of all eligible faculty. Such decisions may include, but are not limited to the following: changes in credit hours, course sequence, or graduation requirements; addition or deletion of required courses.

4. The Curricular Affairs Committee shall report its minutes and recommendations to the Administrative Council through the Associate Dean for Academic Affairs.
SECTION C. GRADUATE EDUCATION AND FACULTY RESEARCH AFFAIRS COMMITTEE

1. Each department, through representation on the Graduate Education and Faculty Research Affairs (GEFRA) committee, shall formulate policies and procedures related to the development and delivery of departmental graduate program curricula, graduate student admissions and academic standards. This committee shall thus be composed of:

   a. The Chair, Department of Biomedical and Pharmaceutical Sciences (ex-officio, voting)

   b. The Chair, Department of Pharmacy Practice (ex-officio, voting)

   c. The College of Pharmacy Graduate program Director who shall also serve as the representative to the University Graduate Faculty Council

   d. The College of Pharmacy faculty representative to the University Faculty Research Committee who shall also serve as the representative for his/her department

   e. One member of the faculty from each department who shall be appointed by the Department Chair and approved by the Administrative Council.

   f. One graduate student member nominated by the graduate students in the College of Pharmacy. Student representative is a voting member.

2. Faculty members shall serve a three-year term and the graduate student representative shall serve for a period of one year.

3. This committee shall oversee the development of policy and make recommendations as required in matters relating to graduate education and degree programs, minor fields of study, as well as all service-related courses taught through the College of Pharmacy. Such activity may include:

   a. Review, assessment and development of recommendations for curricular revision of graduate curriculum, minor fields of study, and service-related courses.
b. Determination and recommendation of standards for student admissions to all graduate education programs

c. Development of policy and recommendations pertaining to the awarding of graduate student scholarships, and both teaching and research assistantships. d. Develop policy and guidelines for dissemination of internal research-related funding.

4. This committee shall develop policy and make recommendations designed to assist and promulgate faculty research and scholarly activity. Such activities may include:

a. Plan workshops, speakers, retreats, or other structural activities designed to enhance the scholarship skills of the faculty.

b. Identify and disseminate internal and external funding opportunities for research that may be of interest to faculty members.

c. Provide internal peer review of research proposals or ideas for scholarship prior to submission to funding agencies by request of individual faculty members.

5. To accomplish the work in several areas of responsibilities, this committee may be divided into subcommittees under the direction of sub-committee chairs. Any sub-committee assigned matters involving graduate education or graduate degrees shall have the majority of members holding graduate faculty status.

6. This committee shall report its minutes, recommendations and policy to the Chairs of the Departments of Biomedical and Pharmaceutical Sciences and Pharmacy Practice, who shall serve as permanent voting members of the committee and as its liaisons with the Administrative Council.

SECTION D. STUDENT AFFAIRS COMMITTEE

1. The Student Affairs Committee shall be composed of the following membership:

a. The Associate Dean of Student Affairs (Chair ex-officio, voting)

b. The Director of Admissions and Student Affairs (ex-officio, voting)

c. The Assistant Dean for Alaska Programs (ex officio, voting)
d. Four members of the faculty, with representation from both departments, and all sites where possible, nominated by the Department Chair and appointed by the Administrative Council.

e. Three professional pharmacy students, one each from the Pocatello, Meridian and Anchorage teaching sites nominated by the Pharmacy Student Senate (voting).

2. The Associate Dean of Student Affairs shall serve as the permanent chair of this committee and shall direct its agenda and activity. Faculty representatives shall be appointed to serve for a three-year term. Student representatives shall serve for one year.

3. The Student Affairs Committee shall serve as the faculty committee responsible for compliance with all ACPE accreditation standards related to student affairs including but not limited to:

   a. Professional pharmacy student recruitment and admission policies and procedures including analysis of enrollment data annually.

   b. Standards for awarding of professional pharmacy student scholarships, awards and honors, and shall supervise the giving of such.

   c. Review, revision, and/or maintenance of the Pharmacy Student Handbook.

   d. Review, revision, and/or maintenance of the ACPE-required program performance information including on-time graduation rates and most recent NAPLEX first-attempt pass rates.

   e. Review, revision, and/or maintenance of the College’s Code of Conduct policies.

4. The approved minutes of this standing committee shall be distributed to the faculty within 10 working days of their approval and reported to the Administrative Council thru the Associate Dean of Student Affairs.
5. Annually, this standing committee shall report its recommendations and actions to the faculty at its final meeting each semester. A summary of the committee’s work over each academic year shall be reported in writing to the Director of Assessment & Accreditation and Administrative Council/Dean annually.

SECTION F. TECHNOLOGY COMMITTEE

1. The Technology Committee shall be composed of one representative each from the College administration, technical support staff, professional staff, classified staff, and Pharmacy Student Senate. One faculty member from the Department of Pharmacy Practice shall be from Meridian. All committee members shall be appointed by the Administrative Council of the College. This committee shall be composed of:
   a. One representative from the College’s administration. The Dean, the Assistant Dean(s) or Associate Dean(s), or a Department Chair
   b. One representative from the technical support staff, appointed by the Administrative Council
   c. One representative from the professional support staff, appointed by the Administrative Council
   d. One representative from the classified support staff, appointed by the Administrative Council.
   e. Three professional pharmacy students: one each from Pocatello, Meridian, and Alaska nominated by the Pharmacy Student Senate
   f. The Safety Officer of the College Pharmacy.

2. Administrative and staff members on the committee shall serve for a period of two years and may be re-appointed. The Student Senate member shall serve for a period of one year.

3. The Technology Committee shall be responsible for on-going assessment of the classroom audiovisual, computer and telecommunications equipment, and computer hardware and software needs of the faculty, students and staff of the College, for the Pocatello Site and Meridian. Based on at least annual assessments of need, the Committee shall make recommendations to the
Dean regarding repair or replacement of existing equipment and software, and the acquisition of new technology, in order to meet the identified needs. Specific responsibilities of this Committee in making any recommendations include:

a. Identification of common needs among the faculty, staff, and students, and make recommendations regarding minimum requirements (e.g., audiovisual equipment, computer hardware specifications, software programs, etc.).

b. Identification of unique needs among faculty, staff, and/or students, and prioritization of those unique needs, pending availability of funding to meet those needs. Specifically:

1) Faculty needs related to teaching, based on a person's teaching format and style, content of course materials, location and structure of assigned classroom, and course format (e.g., lecture, discussion group, case study, distant learning, web-based)

2) Staff needs related to unique, individual areas of responsibility

3) Student needs related to course and curriculum requirements

4) Faculty needs related to research and scholarship.

c. For common-use equipment, investigation of potential equipment vendors to evaluate relevant technical advantages, quality, compatibility, and cost, prior to making any recommendations for purchase. Faculty and staff should have an opportunity to participate in any demonstrations of equipment, and shall be consulted for feedback before making recommendations for any hardware and/or software changes.

d. Planning for training opportunities for faculty, staff, and/or students in the use of new technology, or technology upgrades, and provision of written instructions, as necessary, on the use of common-use equipment in the classrooms and elsewhere.
e. Recommendation of procedures to ensure on-going maintenance of all common-use education technology, including classroom computer and audiovisual equipment.

f. Notification of faculty, students, and/or staff of availability of new or upgraded equipment, hardware specifications, and software, to ensure that all faculty and staff have access to this technology.

g. Assume oversight of the College webpage and links, and its maintenance.

h. Evaluate the adequacy of technology support for off-site faculty and staff.

i. Evaluate the adequacy of student access to and training in use of technologies, and make recommendations as necessary to correct deficiencies.

4. The Technology Committee shall report its minutes and recommendations to the Faculty Affairs Committee.

SECTION E. PROGRAM ASSESSMENT AND ACCREDITATION COMMITTEE

1. The Program Assessment and Accreditation Committee shall be comprised of the following members:

   a. The Associate Dean for Academic Affairs (ex-officio, non-voting)

   b. The Director of Assessment and Accreditation (ex-officio, voting), serving as Chair

   c. Three members of the faculty, with representation from both departments, and all sites where possible, nominated by the Department chairs and appointed by the Administrative Council.

   d. Three professional pharmacy students in P2 or P3 year; ideally, one each from Meridian, Pocatello and Alaska sites, nominated by the Pharmacy Student Senate. Student representatives are voting members.
e. Representative from the Office of Experiential Education (ex-officio, non-voting);

f. The Director of Interprofessional Education (ex-officio, voting).

2. Membership terms on this committee vary. Faculty appointments are two years in duration. Student appointments are one year in duration.

3. The Program Assessment and Accreditation Committee shall be responsible for the development and implementation of an evaluation plan to assess the College’s accomplishments and performance in meeting its objectives and goals. This plan is to be reviewed annually and revised as necessary. Specific responsibilities include:

a. Develop and revision of specific measures of the College’s strategic plan.

b. Development and revision of specific curricular outcomes of the College’s Educational Outcomes.

c. Development and revision of the specific student competency measures of academic performance.

d. Monitor the status and ability of the College to meet ACPE accreditation standards.

e. Annually, in conjunction with Standing Committee Chairs and Department Chairs, the committee shall:

   1) Review all strategic plan outcomes measures for accuracy and validity.

   2) Analyze and interpret data derived from strategic plan measures.

   3) Review all curricular outcome measures for accuracy and validity.

   4) Analyze and interpret data derived from curricular outcomes measures.

   5) Review student performance measures for accuracy and validity.

   6) Analyze and interpret data derived from student competency measures.
7) Collect, review, and disseminate data in an Annual Assessment Report.

8) Communicate with all Standing Committee and Department Chairs to review responsibilities, suggest potential changes, and discuss relevant findings.

9) Report minutes and recommendations to the Administrative Council.

f. Committee Chair to serve as liaison between the University Review Assessment Committees and the Kasiska Division of Health Sciences (KDHS).

SECTION G. PROGRESSIONS COMMITTEE

1. The Progressions Committee shall be composed of:

   a. The Associate Dean for Academic Affairs (Chair – ex-officio, voting)
   
   b. The Associate Dean for Student Affairs (ex-officio, voting)
   
   c. Director of Experiential Education (ex-officio, voting)
   
   d. Four faculty members with representation from both departments and all sites when possible

2. Appointment of the initial faculty membership shall be as follows: two members shall be appointed for a one-year term, and the other two members shall be appointed for a three-year term. Thereafter, all faculty members shall be appointed for a period of three years and may be re-appointed.

3. The Progressions Committee shall be accountable for the following general areas of responsibility:

   a. Develop a comprehensive annual review process of individual student achievement including but not limited to academic performance criteria, professional, and moral conduct as defined by the Assessment and Accreditation Committee student performance measures
b. Determination of unsatisfactory academic or professional conduct such that student progress is deemed to violate program standards for continuation

c. Determination of unsatisfactory academic or professional conduct such that development and implementation of a student remediation plan is warranted

d. Review and certification of achievement of all pre-APPE requirements for student advancement to the fourth professional year

e. Certification of completion of all graduation requirements

f. At the first faculty meeting prior to each Fall semester, report on student achievement of student progression measures by class and other individual student performance circumstances as deemed appropriate

4. The Committee shall report its actions to the Administrative Council through the Associate Dean for Academic Affairs

 Approved By the Pharmacy Faculty, 8-31-87;
Revisions Approved, 5-21-90, 5-16-91, 5-14-92, 12-15-94, 10-20-95, 6-17-97, 5-12-00, 1-22-02, 6-6-02, 6-3-03, 4-14-04, 5-17-05, 5-9-08, 5-8-09, 8-17-09, 5-15-12, 5-27-13, 9-5-13, 12-18-14, 05-05-16, 8-14-18, 9/20/18, 11/14/18, 12/11/18, 10/10/19.