

TTUHSC SCHOOL OF PHARMACY FACULTY BYLAWS

ARTICLE I

FUNCTION, FACULTY MEMBERSHIP, ORGANIZATIONAL OFFICERS, AND GOVERNANCE

SECTION A: FUNCTIONS OF THE FACULTY

The Faculty of the School of Pharmacy (SOP) shall be responsible for the governance of its affairs including, but not limited to, student policies, curricular matters, faculty promotion and tenure policies, and such operational policies as may be specified by the Bylaws.

SECTION B: MEMBERSHIP AND VOTING

The faculty of the SOP shall consist of all personnel with a faculty appointment, including those who also hold an administrative appointment. The faculty shall be composed of voting faculty and non-voting faculty.

Voting faculty shall consist of all faculty holding a 50% time or greater appointment with Texas Tech University Health Sciences Center (TTUHSC) in the SOP at the rank of Instructor, Assistant Professor, Associate Professor, or Professor.

Non-voting faculty shall consist of Assistant Instructors, those with a Clinical, Research, or Emeritus Appointment, Adjunct Faculty, and all part-time faculty (i.e., <50% employment in the SOP). These faculty are encouraged to attend faculty meetings where they shall have the right of the floor, but shall not have voting privileges.

In special circumstances, when a non-voting faculty member contributes significantly to the educational or research mission of the SOP, he/she may be granted voting privileges according to the following procedure. The individual to be considered for voting rights will be proposed by the Chair of the appropriate department to the voting faculty of the department first, who by a majority vote approve or disapprove of the privilege. If the department faculty approves granting the voting privilege, the petition is then presented to the whole faculty, who will review and make a recommendation to the Dean for a final decision.

SECTION C: DEAN OF THE SCHOOL OF PHARMACY

The Dean of the SOP is the primary faculty officer responsible for all faculty and student activities and academic business directed to the successful completion of the role and mission of the SOP.

The Dean of the SOP is appointed by and serves at the discretion of the Provost of the Health Sciences Center.

SECTION D: FACULTY OFFICERS OF THE SCHOOL OF PHARMACY

Other faculty members who have been appointed to administer specific responsibilities delegated to them by the Dean shall assist the Dean of the SOP. Such additional officers may be:

- (1) The Associate Deans for Assessment and Accreditation, Curricular Affairs, Career Development, Professional Development, Clinical and Translational Research, the Sciences, and Student Affairs and Admissions
- (2) The Deans of the regional campuses
- (3) Assistant Dean for Financial and Administrative Affairs
- (4) Academic Department Chairs
- (5) other program administrators who may be appointed as Department Vice Chairs, Department Division Heads, Chiefs of Clinical Services, or Directors.

Faculty officers are appointed by and serve at the discretion of the Dean.

SECTION E: MEETINGS OF THE FACULTY

Meetings of the faculty shall be convened at least once during each fall, spring, and summer semester. Additional meetings of the faculty may be convened at the discretion of the Dean, and shall also be called upon receipt, by the Dean, of a signed petition from five or more members of the faculty. Written notice of such meetings must be provided no later than five working days after receipt of the petition. The Dean shall preside over all meetings of the SOP faculty, or in his/her absence, another SOP officer as designated by the Dean.

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all meetings, except as otherwise specified in the Bylaws. Voting on faculty business should be conducted in a manner so those faculties at distant sites, likewise have an opportunity to vote.

The Faculty Secretary shall be appointed by the Dean to assist in the administration of faculty meetings and to serve as the School Parliamentarian. The Secretary shall be a voting member of the faculty and will typically be appointed for a period of three years. The secretary may serve for no more than two consecutive terms.

Responsibilities of the Secretary include, but are not limited to:

1. Advising individual faculty and administrators on faculty rights and responsibilities as outlined in the faculty bylaws and advising committee chairs on roles and responsibilities.
2. Providing administrative support for the general faculty meetings.
 - a. Assist in scheduling general faculty meetings, called faculty meetings, and town hall forums, including communications to faculty.
 - b. Solicit agenda items; prepare and distribute the agenda in consultation with the Dean.
 - c. Advise on questions of parliamentary procedure including determination of quorum.
3. Maintaining records pertaining to the general faculty meetings.
 - a. Maintain an accurate record of the attendance and proceedings of the meetings.
 - b. Prepare and distribute minutes and supporting documents to the general faculty and to the Dean's office for publication and permanent archive.
 - c. Maintain current and accurate bylaws and policies.

All policy recommendations by faculty and/or changes in the Bylaws shall require an affirmative vote by a two-thirds majority of the eligible voting members of the faculty. All other actions of the faculty shall require an affirmative vote by a majority of the eligible voting faculty. Faculty on long-term leave of absence will not be included in the total number of eligible voting faculty unless he/she chooses to attend the meeting.

Items requiring a faculty vote must be submitted in writing to the faculty at least 72 hours prior to faculty meetings (see Section H for Bylaws amendments).

SECTION F: EXECUTIVE COMMITTEE OF THE SCHOOL OF PHARMACY

The Dean, Assistant/Associate Deans, and Academic Department Chairs shall constitute the **Executive Committee** of the School. Faculty members elected to TTUHSC Faculty Senate will serve as representatives for their respective departments on the **Executive Committee**. The Dean shall serve as the Chair of the **Executive Committee**.

The **Executive Committee** shall serve to advise the Dean, and under his/her direction, shall coordinate and cause to be implemented all faculty, student and staff activities required to fulfill the role and mission of the School. The Committee shall be guided in its several administrative and governance functions by policy and recommendations proposed by faculty committees and ratified by a two-thirds majority vote of the voting faculty membership.

To this end, the **Executive Committee** shall recommend to the Dean:

- (1) The appointment of the committee Chair and faculty members nominated to serve on both standing and ad hoc faculty committees, except where membership is determined by faculty vote.
- (2) The charges to each standing and ad hoc committee.
- (3) The disposition of all minutes, recommendations and policy made by standing or ad hoc committees.
- (4) Budget allocations and adjustments.
- (5) Strategic planning activities, goals, and initiatives of the School.
- (6) Changes, additions and deletions to ***SOP Policies and Procedures***.
- (7) Other matters as may be brought to the **Executive Committee** by the faculty and officers of the school.

Minutes of the **Executive Committee** shall be maintained, and copies will be placed on the School's web site. Faculty comments, suggestions or objections to decisions made by the **Executive Committee** and stated in these minutes shall be made in writing and directed to the Dean.

SECTION G: TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER FACULTY SENATE

1. The SOP shall elect three representatives to serve on the Texas Tech University Health Sciences Center Faculty Senate.
2. These representatives will each serve a three-year staggered term as faculty senators from the SOP.
3. Three faculty senators at the rank of Associate Professor or higher shall be elected; one from each Department.
4. Only voting faculty with $\geq 75\%$ full-time appointments and $< 25\%$ appointed administrative time who do not report directly to the Dean are eligible to serve as senators.
5. A call for nominations will occur one week prior to the election.
6. The election will be from the list of candidates that faculty nominated for each position.
7. The election process will be coordinated by the **Faculty Affairs Committee**, with each newly elected senator assuming office on September 1 of each year.

SECTION H: AMENDMENTS

Proposed amendments to the Bylaws shall be presented in writing to each member of the faculty at least ten (10) calendar days prior to a called faculty meeting, at which meeting such amendments shall be considered. In order to be adopted, amendments to the Bylaws shall require a two-thirds majority vote of the voting faculty membership.

ARTICLE II

ORGANIZATIONAL UNITS

SECTION A: ACADEMIC DEPARTMENTS

1. The faculty of the SOP shall be organized into academic departments according to professional or scientific area and teaching discipline. These departments shall be known as:
 - (1) the Department of Pharmaceutical Sciences
 - (2) the Department of Pharmacy Practice
 - (3) the Department of Immunotherapeutics and Biotechnology.

Additional departments, which may be created to meet future needs of the School, shall be formed and governed in accordance with these Bylaws.

2. Each department shall formulate and follow a mission statement and goals that are in support of the role, mission and goals of the School.
3. Each department shall be allocated a separate operational budget, and the respective academic department faculty Chair shall administer each. The Chair will also be responsible for providing leadership and governance to all faculty and staff appointed to that department.

Other more specific responsibilities of the Academic Department Chair shall include, but are not limited to:

- (1) Recruitment and recommendation for academic appointment of departmental faculty, as directed by the Dean and according to HSC Policy.
 - (2) Assignment of teaching responsibilities to optimally deliver the professional (Pharm.D.) and graduate (M.S. and Ph.D.) curriculum assigned to that department by the Dean.
 - (3) Provide opportunities for and assist each member of the faculty in achieving optimal professional development in teaching, research or scholarly activity, and professional service.
 - (4) Conduct annual evaluations, and others as are necessary, of departmental faculty and staff as required by University or School policy, and make recommendations pertaining to salary adjustments and personnel actions to the Dean.
 - (5) Conduct the departmental review of applicants for promotion and/or tenure, according to the policies and procedures established in the Bylaws. Formulate recommendations for academic promotion and the awarding or continuation of tenure.
 - (6) Manage and direct the acquisition and disposition of the departmental budget as directed by the Dean, and in accordance with University and School policies.
4. A Department Chair may be assisted in his/her responsibilities by other faculty members appointed to serve as Department Vice Chairs, Division Heads, Chiefs of Clinical Services, Program Directors, Coordinators or in other specific administrative functions. The Dean shall approve such appointments.
 5. The Dean appoints Department Chairs. The departmental faculty as a whole shall serve as a search committee, and will recommend a choice of candidates only upon an affirmative vote of a simple majority of the voting faculty members 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 SOP shall serve at the discretion of the Dean.

SECTION B: FACULTY COMMITTEES

1. Standing faculty committees shall be appointed to represent the entire School faculty in the governance of their affairs and to protect and promulgate faculty interests pertaining to the mission, role and functions of the School. These committees shall develop policy and provide recommendations to the faculty for the governance of the following specific areas of academic business:
 - (1) Student qualifications and standards for admission into the professional (Pharm.D.) and graduate education (M.S. and Ph.D.) programs, and for progression in both curricula.
 - (2) The requirements and standards for graduation from the professional (Pharm.D.) and graduate education (M.S. and Ph.D.) programs.
 - (3) The requirements and standards for faculty professional development, including academic promotion and recommendation for tenure.
2. Faculty membership on standing SOP committees shall be determined by the requirements of committees as described in these Bylaws (Article III). With the exception of the **Faculty Affairs Committee**, committee memberships shall be appointed by the Dean from nominations submitted by the **Executive Committee**.

Individual committee members will typically be appointed for a period of three years. Members may seek reappointment to the same committee at the end of his/her term. Reappointment will be subject to approval

by Dean.

If an elected or appointed departmental faculty representative to a standing School committee leaves the faculty permanently, or temporarily for a period to exceed six months, the Dean shall direct that an alternate representative to that committee be elected or appointed no later than ten working days following the committee vacancy. An alternate representative shall serve only for the time remaining on the original term of the faculty who departed.

3. Chair and Chair-Elect appointments by the Dean will be made in consultation with the faculty member being considered. No faculty member of any standing committee may be appointed or elected Chair of that committee unless he/she holds four years of experience with the SOP. Exceptions may be made for faculty with prior experience at another comparable institution.
4. Professional pharmacy student members are nominated by the School of Pharmacy SOP Student Executive Council following an application process and are appointed by the Dean. Student members are typically appointed for one-year terms but may be reappointed for consecutive terms. Students are voting members unless otherwise specified.
5. Non-faculty, non-student committee members are appointed by the Dean. Non-faculty, non-student committee members are recommended to the Dean and typically serve one-year terms but may be reappointed for consecutive terms. These individuals are voting members unless otherwise specified.
6. An academic year shall be from September 1 through August 31 of the next year. Each year will begin with the seating of new members, and the determination of a specific agenda for the ensuing year. Each committee shall accomplish these organizational functions by August 31 (or as close to this date as possible) of each year.

Each fully organized committee will then begin its work, during the first thirty days of the academic year.

- (1) New committee appointments are to be determined, as specified, no later than August 15, and committee members are to be seated by September 1.
 - (2) The committee Chair shall direct the activities of the committee and preside over its meetings, with the assistance of the Chair-Elect.
 - (3) Committee officers shall serve for a period of one academic year beginning with the organizational meeting in which they were appointed or elected and extending through the next organizational meeting the following year.
7. Standing committees shall keep and approve all minutes of meetings. The committee chair shall be responsible for the timely preparation of the minutes. The committee shall submit minutes to be posted on the committee webpage within 48 hours of approval. When accepted and approved by committee membership, minutes shall be distributed to the **Executive Committee** through the designated liaison.

ARTICLE III

STANDING FACULTY COMMITTEES

SECTION A: ASSESSMENT OF STUDENT LEARNING COMMITTEE

1. The membership of the Assessment of Student Learning Committee (ASLC) shall be comprised of:
 - (1) One member of the **Executive Committee** who serves as an Ex Officio member without vote and functions as a liaison to the **Executive Committee**. The Ex Officio member shall be appointed by the Dean.

- (2) Three faculty from Pharmacy Practice, two from Pharmaceutical Sciences and one from Immunotherapeutics and Biotechnology departments.
 - (3) Two professional pharmacy students (one P2 and one P3).
2. The **Assessment of Student Learning Committee** shall develop policy and make recommendations to the faculty as required in all matters relating to assessing student progress in achieving the educational outcomes as identified by the faculty of the SOP as follows:
 - (1) The **Assessment of Student Learning Committee** will define and delineate student educational outcomes for each year of the professional program, according to the educational outcomes identified by the faculty. These outcomes shall be annually communicated in writing to the students via public posting to the official TTUHSC SOP website.
 - (2) At the beginning of the spring semester each year the committee shall conduct assessments of each student's progress towards accomplishing the outcomes defined and delineated for each year.
 - (3) In cooperation with the faculty, the committee shall develop remediation programs for students who do not accomplish the outcomes of the Drug Knowledge Assessment (DKA) and Objective Structured Clinical Examinations (OSCEs).
 - (4) By April 1st of each year, the committee shall deliver a confidential report regarding each student's performance, with recommended action, to the Student Progression Committee.
 - (5) By August 28th of each year, the committee shall deliver a summary report regarding the students' outcomes to be presented to the faculty.
3. The Assessment of Student Learning Committee shall report its minutes, recommendations and policies to the faculty as specified in Article II, Section B, Paragraph 7.

SECTION B: CONTINUING EDUCATION COMMITTEE

1. The membership of the **Continuing Education Committee** (CEC) shall be comprised of:
 - (1) One member of the **Executive Committee** as an Ex Officio member without vote to function as a liaison to the **Executive Committee**.
 - (2) The assigned administrator, as assigned by the Dean, for the Continuing Education Program as an Ex Officio member without a vote.
 - (3) Three members of the Pharmacy Practice Department appointed by the Dean.
 - (4) One faculty member from the basic sciences departments appointed by the Dean.
 - (5) Two practicing pharmacists to be appointed by the Dean who are not voting faculty members of the SOP. (Practitioner representatives shall serve for one year.)
 - (6) One certified pharmacy technician to be appointed by the Dean who is not a voting faculty member of the SOP. (The certified pharmacy technician shall serve for one year.)
2. The **Continuing Education Committee** shall serve as the standing faculty committee to advance the quality and relevancy of the pharmacy education programs offered by the School's Office of Continuing Education. Activities of the committee shall include but are not limited to:
 - (1) Proposing topics and delivery formats for future Continuing Education programming.
 - (2) Evaluating topics and subject matter pertinent to the contemporary practice of pharmacy, as identified through an appropriate needs assessment process for use in guiding the content of future Continuing Education programs.
 - (3) Reviewing marketing techniques to improve the availability and attendance at Continuing Education seminars.
 - (4) Facilitating live Continuing Education programs held during the academic year.
 - (5) Reviewing policies and procedures regarding the operation of the Continuing Education program; proposing changes to the assigned administrator for the Continuing Education Program who shall be responsible for executing those changes within the accreditation guidelines as established by the Accreditation Council for Pharmacy Education; and helping to

compile an annual report of the prior year's continuing education activities presented to the full faculty meeting held in May.

3. The Continuing Education Committee shall report its minutes, recommendations and policies to the faculty as specified in Article II, Section B, Paragraph 7.

SECTION C: CURRICULAR AFFAIRS COMMITTEE

1. The membership of the **Curricular Affairs Committee** (CAC) shall be comprised of:
 - (1) One member of the **Executive Committee** who serves as an Ex Officio member without a vote and functions as a liaison to the **Executive Committee**. The Ex Officio member shall be appointed by the Dean.
 - (2) Three faculty from Pharmacy Practice, two from Pharmaceutical Sciences and one from Immunotherapeutics and Biotechnology departments.
 - (3) One professional pharmacy student per class.
2. The **Curricular Affairs Committee** shall be responsible for conducting a continuing appraisal and evaluation of the current professional pharmacy education curriculum, and developing recommendations for curricular revisions to assure optimal student learning and outcomes. To accomplish this essential goal, this committee shall have both the responsibility and right to:
 - (1) Develop and maintain a description of expected student learning and outcomes in terms of the total curriculum and each discrete course within the curriculum. The document shall be written in terms of competencies and published annually on the SOP Website.
 - (2) Review the content of individual and collective courses as to the completeness and contemporary nature of the content, and contribution to the breadth, depth and value to the total curriculum, according to the expected competencies of students completing each course.
 - (3) Promote and support the development of innovative new course offerings or mechanisms to enhance student learning.
3. The **Curricular Affairs Committee** shall report its minutes, recommendations and policies to the faculty as specified in Article II, Section B, Paragraph 7.

SECTION D: FACULTY AFFAIRS COMMITTEE

1. The membership of the Faculty Affairs Committee shall be comprised of:
 - (1) One tenured member of the faculty from each academic department in the SOP is elected by the faculty members of the department. If a department lacks a tenured faculty member, a non-tenured Associate Professor or Professor of that specific department may be elected to serve in the position reserved for a tenured faculty member.
 - (2) Four faculty at the rank of Associate or Full Professor, elected at-large from the entire faculty, at least one of whom must be tenured.
 - (3) Neither the Dean of the SOP nor the Academic Department Chairs are eligible for election to the committee.
2. The **Faculty Affairs Committee** shall serve as the standing peer faculty evaluation body whose duties include but are not limited to conducting all individual faculty activity evaluations requested by the Dean for purposes of recommending academic promotion, for the awarding of tenure, and for the continuance of tenure. This committee shall also represent the entire faculty of the School in all matters pertaining to the purposes and powers of the faculty as defined in University and/or SOP 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:

- (1) Procedures and instruments to be used in the evaluation of individual faculty activity by students and faculty peers for the evaluation of petitions for promotion and tenure.
 - (2) Any other matter pertaining to faculty welfare.
3. The **Faculty Affairs Committee** shall also be responsible for the maintenance of the SOP Bylaws, and will also advise the **Executive Committee** of the School on recommended changes, additions or deletions to the *SOP Faculty Handbook*. The committee will review the School Bylaws every two (2) years.
4. The **Faculty Affairs Committee** shall elect its own officers for the next committee year at its final meeting of the year. The incoming committee members will be invited guests to the final meeting to participate in the vote.
5. The **Faculty Affairs Committee** shall be responsible for periodic evaluations (every three years) of School administrators by faculty. Format and organization of the evaluation shall be determined by the members of the **Faculty Affairs Committee** in the respective academic year of the evaluation. Committee members holding administrative appointments shall be recused from this task.
6. 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 two-third's majority of the members (four members) holding rank and tenure status at least equivalent to the individual faculty member being reviewed.
7. The Faculty Affairs Committee shall report its minutes, recommendations and policies to the Dean as well as to the faculty as specified in Article II, Section B, paragraph 7.

SECTION E: FACULTY DEVELOPMENT COMMITTEE

1. The membership of the Faculty Development Committee (FDC) shall be comprised of:
 - (1) One member of the Executive Committee who shall serve as an Ex Officio member without vote and functions as a liaison to the Executive Committee. The Ex Officio member shall be appointed by the Dean.
 - (2) Three faculty from Pharmacy Practice, two from Pharmaceutical Sciences and one from Immunotherapeutics and Biotechnology departments.
2. This committee shall develop policy and make recommendations to the faculty as required in all matters relating to faculty development. Such activities shall include:
 - (1) Planning workshops, speakers, retreats or other structured activities designed to enhance the teaching skills of the faculty. At a minimum, two half-day faculty development workshops should be conducted each academic year.
3. The Faculty Development Committee shall report its minutes, recommendations and policies to the faculty as specified in Article II, Section B, Paragraph 7.

SECTION F: PROFESSIONAL AFFAIRS COMMITTEE

1. The membership of the Professional Affairs Committee (PAC) shall be comprised of:
 - (1) One member of the Executive Committee who serves as an Ex Officio member without vote and functions as a liaison to the Executive Committee. The Dean shall appoint the Ex Officio member.
 - (2) The Associate Dean(s) in the Office of Professional Affairs will serve as Ex Officio member(s) without a vote.
 - (3) Three faculty from Pharmacy Practice, two from Pharmaceutical Sciences and one from Immunotherapeutics and Biotechnology departments.
 - (4) One alumnus who is not a voting faculty member to be appointed by the Dean. (The alumni

representative shall serve for one year.)

(5) One professional pharmacy student per class.

2. The Professional Affairs Committee shall serve as the standing committee of the faculty to foster, promote and assess professionalism within the school. To accomplish this essential goal, this committee shall have both the responsibility and right to:
 - (1) Develop and implement policy and standards for student professionalism, professional growth, and professional standing within the professional programs of the School of Pharmacy.
 - (2) Routinely evaluate and revise policy and standards based on student performance data.
 - (3) Annually review each student for satisfactory professional growth and completion of required professional activities and documentation along with making recommendations for progression to the Student Affairs and Progressions Committee.
 - (4) Provide guidance on remediation for students who are on or at risk for professionalism probation or not progressing to the next professional year.
 - (5) Recommend and advise the Office of Professional Affairs on the following:
 - a. Assist with creation and maintenance of goal-oriented activities, workshops, speakers, or other structured programs offered to promote and instill the professional expectations of students and graduates.
 - b. Plan workshops, speakers, or other structured activities designed to enhance mentoring of students.
 - c. Create and provide guidance for programs, procedures, workshops, speakers, or other structured programs to assist with career preparation/placement of students.
 - d. Provide guidance and support for Professional Student Pharmacy Organizations governance and student leadership within the SOP.
 - e. Assist the TTUHSC SOP Alumni Association Board of Directors with planning events or other structured activities designed to enhance alumni engagement.
3. The Professional Affairs Committee shall report its minutes, recommendations and policies to the faculty as specified in Article II, Section B, Paragraph 7.

SECTION G: RESEARCH ADVISORY COMMITTEE

1. The membership of the Research Advisory Committee (RAC) shall be comprised of:
 - (1) One member of the Executive Committee who shall serve as an Ex Officio member without vote and functions as a liaison to the Executive Committee. The Dean shall appoint the Ex Officio member.
 - (2) One faculty member from each academic department in the SOP and three faculty selected at-large from the entire faculty. Committee members shall have active research programs. Neither the Dean of the SOP nor the Academic Department Chairs are eligible for appointment to the committee.
 - (3) Three liaison members without vote (one professional pharmacy student, one graduate student, and one pharmacy resident).
2. The Research Advisory Committee shall serve as the standing committee of the faculty to foster, promote and assess research endeavors. Specific activities include, but are not limited to:
 - (1) Advising the Associate Dean of Sciences on internal funding.
 - (2) Assist the Office of Sciences in organizing the SOP Research Days/Regional Symposia.
 - (3) Periodically evaluating SOP research policies as needed and making recommendations to these documents.
 - (4) Periodically evaluating Centers for Excellences and making recommendations to the **Office of Sciences**.
3. The Research Advisory Committee shall report its minutes, recommendations and policies to the faculty

as specified in Article II, Section B, Paragraph 7.

SECTION H: STUDENT ADMISSION COMMITTEE

1. The Student Admission Committee (SAC) shall be comprised of:
 - (1) One member of the Executive Committee who serves as an Ex Officio member without a vote and functions as a liaison to the Executive Committee. The Ex Officio member shall be appointed by the Dean.
 - (2) Three faculty from Pharmacy Practice, two from Pharmaceutical Sciences and one from Immunotherapeutics and Biotechnology departments.
 - (3) One alumnus member holding no academic appointment other than adjunct faculty at any school of pharmacy. In the event that the alumni committee member is unable to or no longer willing to fulfill their duties, one additional voting faculty member will be selected at-large from the entire faculty.
 - (4) One professional pharmacy student per class. Students may vote on all committee matters except admissions and scholarship decisions.
2. The **Student Admission Committee** shall serve as the standing faculty committee to develop policy and to make recommendations to the faculty pertaining to standards for professional pharmacy student recruitment, admissions and scholarships. To accomplish their work, this committee shall:
 - (1) Review all applicants for admission to the professional programs of the SOP, participate in the interview process, and make recommendations to the Dean regarding the admission of students.
 - (2) Routinely evaluate and revise policy and standards for student recruitment and admissions based on student performance data.
 - (3) Establish standards and award scholarships for professional pharmacy students.
3. The Student Admission Committee shall report its minutes, recommendations (absent student specific recommendations), and policies to the faculty as specified in Article II, Section B, Paragraph 7.

SECTION I: STUDENT AFFAIRS AND PROGRESSION COMMITTEE

1. The membership of the Student Affairs and Progression Committee (SAPC) shall be comprised of:
 - (1) One faculty member of the Executive Committee who serves as Ex Officio member without vote and functions as liaison to the Executive Committee. The Ex Officio member shall be appointed by the Dean.
 - (2) Three faculty from Pharmacy Practice, two from Pharmaceutical Sciences and one from Immunotherapeutics and Biotechnology departments.
2. The Student Affairs and Progression Committee shall serve as the standing faculty committee to develop policy and to make recommendations to the faculty pertaining to student affairs, awards, remediation, and academic standards required for progression through and completion of the curriculum. To accomplish this goal, the Committee shall:
 - (1) Develop and implement policy and standards for student progression, remediation, and academic standing within the professional programs of the School of Pharmacy.
 - (2) Routinely evaluate and revise policy and standards based on student performance data.
 - (3) Review the credentials of applicants for advanced standing in the professional program and make recommendations to the Dean regarding appropriate placement of students within the curriculum.
 - (4) Annually review each student for satisfactory academic and professional progression through the curriculum, considering the report and recommendations of the Assessment of Student Learning Committee. SPC shall recommend to the Dean the status of each professional student, either for continuance, continuance with remediation, probation with remediation, suspension, or dismissal.
 - (5) Provide guidance on remediation for students who are on or at risk for probation.
 - (6) Establish standards and select recipients for awards and commendations given to professional pharmacy students.

3. The Student Affairs and Progression Committee shall report its minutes, recommendations (*absent student specific recommendations, which are reported directly to the Dean*), and policies to the faculty as specified in Article II, Section B, Paragraph 7.

ARTICLE IV

ACADEMIC APPOINTMENTS

SECTION A: FACULTY APPOINTMENTS

1. Establishing rank and awarding tenure in the SOP shall conform to the Texas Tech University System Regents' Rules and Texas Tech University Health Sciences Center Operating Policies.
2. On or before the initial term of appointment, a full-time faculty member shall be notified of the option for either a tenure or non-tenure track position. Upon being so notified, a faculty member who is offered an initial appointment in a tenure track position may elect a non-tenure track appointment. On or before July 1 of each year prior to the third anniversary of the initial appointment, the faculty member may petition to be re-appointed in a tenure-track position. If the department has an available tenure-track position, the faculty member may be recommended by the Chair for reappointment to a tenure-track appointment. If the Dean and Provost concur, the faculty member will receive an appointment on the tenure-track.

SECTION B: TENURE AND PROMOTION DECISION

The Tenure and Promotion decision process will conform to the Texas Tech University System Regents' Rules and Texas Tech University Health Sciences Center Operating Policies.

1. Each academic department in the SOP will establish the criteria, standards and guidelines to be considered in the tenure and promotion decision of the department. The Dean shall approve these standards and guidelines and monitor their application.
2. The Faculty Affairs Committee of the SOP shall be the School-wide committee charged with tenure and promotion reviews, which follows the review and recommendation of the academic department.
3. The procedure for conduct of peer review of any faculty member for purposes of recommending promotion or awarding of tenure shall be as follows:
 - (1) Peer review deliberations shall be confidential, and members of the committees may not share information with any petitioner or other individual who is not a member of the peer review committee.
 - (2) A faculty member must petition the Dean for peer review. The petition shall be in writing and presented by **May 1** to the Dean of the SOP, the Chair of the faculty member's academic department, and the Chair of the Faculty Affairs Committee prior to the academic year the faculty member desires to undergo peer review. The petition shall request peer review for promotion, tenure, or both, where applicable.
 - (3) All tenure-track faculty members not yet tenured must be notified to seek peer review in writing by the Dean before **September 1 of their sixth year**, inclusive of any credit for prior appointments in other institutions.
 - (4) Faculty members not awarded tenure will be given notification of a terminal, one-year contract, prior to **May 1** of the seventh year.
 - (5) The petitioner, in consultation with his/her Academic Department Chair, shall develop a dossier of the faculty member's accomplishments, according to the prescribed format as established by his/her department. The petitioner may include any other such information that the faculty member elects to document the faculty member's performance in assigned duties. The complete dossier must be presented to the Academic Department Chair, the Chair of the Faculty Affairs

Committee, and the Dean in its final form on or before **June 15** in the academic year before the faculty member desires to be considered for peer review. The complete dossier may be submitted using the approved Health Sciences Center platform.

- (6) Once the Academic Department Chair has received the faculty member's complete dossier and any supporting information, the Academic Department Chair shall call a meeting of all tenured faculty in the department for review of the petition for tenure, or all faculty members at a higher academic rank than the petitioner for promotion review. This body will serve as the **Departmental Peer Review Committee**. Neither the Chair of the department nor the Dean of the School shall participate in the **Departmental Peer Review Committee** deliberations and vote.
- (7) The **Departmental Peer Review Committee** will review the faculty member's performance according to the criteria, standards and guidelines for promotion and tenure in the Department, current at the time the faculty member petitions for peer review, including any other relevant information submitted by the petitioner. The **Department Peer Review Committee** will vote anonymously on the petition. Only those votes that contain a written justification for the vote shall be recorded. The vote tally and the justifications shall be transcribed to maintain confidentiality and will be appended to the petitioner's dossier by the Academic Department Chair. The departmental review shall be completed by **September 1**.
- (8) Once the departmental committee review has been completed, the **Academic Department Chair** shall write a recommendation for promotion and or tenure with justification. The Academic Department Chair shall solicit external peer reviews of the petitioner's dossier. The written recommendation and all external peer reviews and the petitioner's dossier and all information provided by the faculty member shall be delivered to the **Chair of the Faculty Affairs Committee** no later than **September 15** of the academic year the faculty member petitions for peer review.
- (9) Once **the Chair of the Faculty Affairs Committee** has received the faculty member's dossier, supporting information, and the Academic Chair's recommendation, including external peer reviewers' comments, the Chair of the Faculty Affairs Committee shall call a meeting of the **Faculty Affairs Committee** to review the dossier and all additional information. The faculty member shall be reviewed according to the standards and guidelines for promotion and tenure of the academic department the faculty member holds a majority appointment, current at the time the faculty member petitioned for peer review. The committee may, at its discretion, solicit external peer reviews of the faculty member's dossier in the form submitted by the applicant, to assist in its deliberations. The committee shall append a written recommendation with justification and present the complete dossier along with all information to the Dean of the School no later than **October 7** in the academic year the faculty member petitions for peer review.
- (10) The **Dean** shall review the dossier and all appended information and recommendation according to the standards and guidelines for promotion and tenure current at the time the faculty member petitioned for peer review. The Dean may, at his/her discretion, solicit external peer reviews of the faculty member's dossier, including affidavits and information appended by the petitioner, but shall not include any recommendations given at prior stages of the review. The Dean shall append a written recommendation to the dossier with justification and present the complete dossier along with all appended information, recommendations and external reviews to the Provost by **October 31** according to the University prescribed time-table. Once the Provost has completed their review and written their recommendations, the dossier, and all materials, will be sent to the President's Office for their review and recommendations. Once the President completes their review, it will then be submitted to the Board of Regents for the final decision. The Dean shall provide to the petitioner an oral summation of prior recommendations and the Dean's recommendation maintaining confidentiality of any person's recommendation.
- (11) A faculty member may appeal a non-reappointment resulting from negative tenure decision after the Board of Regents' action in accordance with TTUHSC OP 60.03.

4. An academic department may recommend tenure at the time of the initial appointment of an associate or full professor in exceptional cases. In accordance with Texas Tech University Health Sciences Center Operating Policies, persons holding a rank below Associate Professor may not be tenured. This recommendation must be initiated by the Chair of the Department, and recommended by a majority of the members of the **Faculty Affairs Committee**. The peer review of individuals for initial appointments shall be an expedited review.
5. The **Faculty Affairs Committee** serves as the Hearing Committee in special circumstances for the continuance of tenure (tenure competency reviews when required under HSC OP 60.03).
6. Post-tenure reviews (Comprehensive Performance Evaluation of Tenured Faculty) shall be conducted according to the policy specified under HSC OP 60.03.

SECTION C: EMERITUS APPOINTMENTS

Petitions or nominations for faculty appointment to Emeritus status shall be reviewed by the Faculty Affairs Committee as follows:

1. A formal written request will be submitted by the candidate or a nominator, for consideration by the Faculty Affairs Committee.
2. Documentation related to the designated criterion used for making the recommendation for Emeritus will be requested from the candidate. The candidate must effectively document distinguished service, including a letter of support from the respective department chair.
3. The **Faculty Affairs Committee** will review the documents and make recommendations in writing to the Dean.
4. The **Dean** will review the Faculty Affairs Committee recommendations with the submitted materials related to the criterion and will make a written recommendation to the Provost for consideration.

Approved by TTUHSC Regents 06/09/1995

Amended by the faculty in formal meeting 05/14/1999

Amended by the faculty in formal meeting 05/08/2003

Amended by the faculty in formal meeting 09/08/2006

Amended by the faculty in formal meeting 08/13/2007

Amended by the faculty in formal meeting 12/17/2007

Amended by the faculty in formal meeting 05/19/2008

Amended by the faculty in formal meeting 12/15/2008

Amended by the faculty in formal meeting 08/24/2009

Amended by the faculty in formal meeting 12/17/2012

Amended by the faculty in formal meeting 05/13/2013

Amended by the faculty in formal meeting 05/12/2014

Amended by the faculty in formal meeting 05/18/2015

Amended by the faculty in formal meeting 12/14/2015

Amended by the faculty in formal meeting 05/15/2017

Amended by the faculty in formal meeting 08/17/2018

Amended by the faculty in formal meeting 05/22/2019

Amended by the faculty in formal meeting 12/18/2020

Amended by the faculty in formal meeting 05/20/2021

Amended by the faculty in formal meeting 12/20/2023

Amended by the faculty in formal meeting 02/23/2024

Amended by the faculty in formal meeting 05/17/2024

Amended by the faculty in formal meeting 08/23/2024

