

University of Pittsburgh School of Pharmacy

Bylaws May 2015

These bylaws are consistent with University of Pittsburgh policies and procedures as described in the Faculty Handbook (<http://www.provost.pitt.edu/handbook/handbook.html>).

Refer to [University Policy 02-04-01](#) *Role of Faculty in School and Regional Campus Governance*

Refer to [University Policy 01-03-08](#) *School and Regional Campus Governance*.

ARTICLE I: ORGANIZATION NAME

The name of the organization is the University of Pittsburgh School of Pharmacy (hereafter "School"). The vision, mission, and planning documents for the School may be found at www.pharmacy.pitt.edu.

ARTICLE II: FUNCTION, MEMBERSHIP, ORGANIZATIONAL OFFICERS, AND GOVERNANCE

SECTION A: FUNCTIONS AND MEMBERSHIP OF THE FACULTY

Subject to the policies of the University of Pittsburgh, established by the Board of Trustees, the faculty of the School shall be responsible for the governance of its academic affairs including, but not restricted to, curricular matters and policies, and such operational policies as may be specified by these bylaws.

The School of Pharmacy is administered by a dean. The basic organizational unit of the School is the department, headed by the chair.

All individuals who hold a primary faculty appointment within the School are considered members of the School's faculty.

SECTION B: GOVERNANCE

Governance of the School's academic affairs lies ultimately with members of the faculty who shall be authorized to vote.

Governance of the School's academic affairs is generally accomplished by consensus.

When voting by faculty members is required (i.e., when a faculty vote is required by respective policy or organization), faculty shall be notified at least 10 days prior to the meeting at which such voting will take place. Prior to such meeting, a faculty member may

present to the dean a personally written letter declaring inability to attend and requesting a written ballot.

An affirmative vote is defined as support by a simple majority of voting faculty (those present at the meeting and those who have received written ballots). In the case of modification of bylaws, however, approval by two-thirds of voting faculty (those present at the meeting and those who have received written ballots) shall be required.

SECTION C: ADMINISTRATIVE OFFICERS OF THE SCHOOL

The dean. The dean of the School shall be selected according to University procedures and appointed by the Chancellor of the University at the recommendation of the Senior Vice Chancellor for the Health Sciences and the Provost. The dean is the chief academic and administrative officer of the School. Responsibilities of the dean include but are not limited to:

- making decisions on behalf of the faculty, staff, students, and alumni to achieve the stated mission and vision of the School.
- effectively marshalling and allocating the human and financial resources of the School to achieve the stated mission and vision of the School.
- implementing and enforcing the policies of the School and the University.
- representing and advocating on behalf of the faculty, staff, students, and alumni to the University community and other constituencies.
- serving as a senior academic officer of the University in support of the offices of the Senior Vice Chancellor for the Health Sciences, Provost, and Chancellor.

Department chairs. Department chairs are administrative officers of the School, recommended by the appropriate search committees, who serve at the discretion of the dean. (See Article IIIA.)

Other administrative officers. The dean of the School shall have the discretion to delegate specific administrative responsibilities to faculty and staff members, who may be appointed as, but not limited to, associate dean, assistant dean, department chair or director.

SECTION D: ADMINISTRATIVE COMMITTEES OF THE SCHOOL

Leadership Team. The dean chairs the School's Leadership Team, a group of individuals that shall include department chairs, assistant and associate deans, the chair of the Staff Leadership Team, and the dean. The Leadership Team convenes at least monthly to exchange information, to recommend actions, and to advise the dean and department chairs in order to accomplish the mission and vision of the School.

Staff Leadership Team. The School's Staff Leadership Team is chaired by a senior staff member appointed by the dean. Members of the Staff Leadership Team consist of senior staff representatives from the units of the School, including departments, centers, and the Office of

the Dean. The Staff Leadership Team identifies goals and recommends processes to increase efficiency and effectiveness of the School's operations; ensures that these goals are aligned with the mission, vision, and related strategic goals of the School; communicates with faculty and staff regarding approved process changes and outcomes; and seeks to provide opportunity for staff members to develop optimal professional growth.

SECTION E: MEETINGS OF THE FACULTY

Meetings of the School's faculty shall be convened at least once during each fall and spring term. Additional meetings of the faculty may be convened at the discretion of the dean. Notice of meetings will be provided to the faculty a minimum of two weeks in advance of the scheduled date. Special faculty meetings may be called as needed, with a minimum three-day advance notice to the faculty unless meetings are of an urgent nature.

The dean shall preside over all meetings of the School's faculty. In his/her absence, another member of the Leadership Team designated by the dean will chair the meeting. The agenda for each faculty meeting shall be made available prior to the meeting, and meeting notes shall be made available after each meeting.

ARTICLE III: ORGANIZATIONAL UNITS

SECTION A: ACADEMIC DEPARTMENTS

The faculty of the School shall be organized into academic departments according to professional or scientific area and teaching discipline. Departments are the academic home for all faculty members. Academic departments are headed by chairs, who serve at the discretion of the dean. (See Section C above.) Department faculty meetings shall be held a minimum of two times per academic term for the purpose of reviewing academic programs and initiatives.

Each department shall align its efforts toward the achievement of the School's mission, vision and strategic goals in accordance with the strengths of its members. The department, through its members, assures the optimal delivery of professional and scientific programs and fosters scholarship, collaboration and teamwork, personal growth, and the values adopted by the School.

The department chair provides leadership for the faculty. Responsibilities of the chair shall include, but are not limited to:

- Conferring with faculty to carry out department academic responsibilities.
- Presiding over faculty deliberations on academic issues.
- Recruiting and recommending academic appointment and promotion of departmental faculty according to School and University policies.
- Assigning teaching responsibilities to optimally deliver the department's contributions to professional and graduate curricula.

- Providing opportunity for and assisting each department faculty member to achieve optimal professional growth in teaching, research, scholarly activity, and professional service.
- Conducting annual and special evaluations of departmental faculty and staff as required by University or School policy, and making recommendations regarding salary adjustments and personnel actions to the dean.
- Managing the departmental budget in accordance with University and School policies.

The chair may recommend appointment of faculty as vice departmental chair, program director, coordinator, or in other administrative positions. Such appointments require approval by the dean.

SECTION B: COUNCILS

Councils hold responsibility for achieving the strategic goals and desired outcomes of the School's educational programs. Each council is an integrating forum composed of faculty, staff, and students/trainees. Councils are the mechanism for creating synergy of expertise and facilitating communications regarding initiatives. Members of the councils include, but are not limited to, chairs of pertinent standing committees, students or trainees representing the respect program, and at least one member of the Leadership Team. The chair of each council is appointed by the dean. The membership is constituted according to the guidance documents of the specific council. Councils generally meet monthly.

SECTION C: STANDING COMMITTEES

Standing committees are official committees of the School charged by the dean to assume responsibility for specific functions of the School. Standing committees shall meet regularly to deliberate and take actions within the scope of their charge, and to develop and recommend policies and procedures to the dean and Leadership Team. Membership on standing committees requires that members maintain the perspective that they represent the interests of the School.

Membership

Membership on the School's standing committees shall be determined by the requirements of the committees. Membership may occur through a faculty election process defined by committee guidance documents or through appointment by the dean.

If a member of a standing committee leaves the School permanently, or temporarily for a period to exceed six or more months, the dean shall cause to have an alternate member elected or shall appoint one. An alternate member shall serve only for the time remaining on the original term of the member replaced but will be eligible for election or re-appointment as a regular member following the term of his/her alternate member status.

Term of Service of Members of Standing Committees

Terms of service of individual members shall be defined in the guidance document for the specific committee. Committee members may be elected or re-appointed to that same committee for one additional term. The two-term appointment limitation may not be applicable to administrative representatives serving on the committee or to faculty who assume chair or vice chair leadership roles.

Members shall be elected or appointed to allow a replacement of no more than 33 percent of its membership in an academic year. The election or appointment of members shall generally be made no later than July 15, and members shall be seated on the respective committees by no later than August 1 unless stated otherwise in committee guidance documents. An appointment year for standing committee membership shall generally be from August 1 through July 31 unless otherwise stated in committee guidance documents.

Committee Chairs and Vice Chairs of Standing Committees

Standing committee chairs and vice chairs are appointed by the dean. Committee chairs shall direct the activities of the committee and preside over its meetings. Vice chairs may be appointed to assist chairs in completion of responsibilities and to serve as successors to the chairs. Appointment as vice chair does not require previous service to the committee. The vice chair generally assumes chair responsibilities after a time of service defined in committee guidance documents. Committee chairs serve for the time period described in committee guidance documents and, with consent of the faculty member and the dean, may be re-appointed for one additional period of service. At the completion of his/her term(s) as chair, the individual serves as an ex officio member for one year as past chair.

The responsibilities of committee chairs and vice chairs include:

- Carrying out the charges of the committee.
- Communicating substantive recommendations for changes in policy or procedure directly to the dean. The dean or designee shall communicate actions, decisions, and/or recommendations back to the chair.

Agenda and Minutes of Standing Committee Meetings

The chair shall ensure that meeting agendas are provided to committee members in advance of meetings and that meeting minutes are available for review and approval at subsequent meetings. Staff support shall be provided to the committees as needed. Agenda and minutes shall be available to the School's faculty and staff in a timely period following approval by the committee, with the exception of confidential committee meetings as in academic performance or academic appointments and promotion.

SECTION D: OTHER COMMITTEES

An ad hoc taskforce or working group may be convened by a standing committee, a department chair, or the dean. These groups shall be established to address a specified function or charge and are, by definition, limited in scope and duration.

ARTICLE IV: DEVELOPMENT OF SCHOOL POLICIES

Recommendations for the development of new policies or changes/amendments to current policies shall be directed to the dean from faculty, staff, University personnel, or others. Such recommendations shall be discussed with the Leadership Team, and proposals of merit will be referred either to an applicable standing committee or to a taskforce or ad hoc group convened specifically to address the proposal.

Draft policy emanating from the above process shall be distributed for faculty input through collegial discussions at department and School meetings or at open forums presided over by the dean. The draft policy, as amended or revised based upon faculty input, is then officially submitted to the Leadership Team for review and comments. In the event of recommendations for substantive revision, the policy shall be returned to the responsible committee/taskforce/working group for further development.

Once a policy has been finalized for formal action, the dean shall circulate written copies to faculty for consideration for final approval, the final determination of such to occur at a meeting of the faculty.

ARTICLE V: BYLAW REVIEW AND AMENDMENTS

The bylaws will be reviewed periodically and as needed by the Leadership Team. Amendments or changes to the bylaws may be proposed by petition signed by ten or more members of the faculty, by standing committees, by the Leadership Team, or by the dean. Recommendations for changes to the bylaws shall be considered using the process described in Article IV. Amendments to the bylaws shall be presented in writing to faculty at least 10 days prior to the faculty meeting at which such amendments shall be voted upon.

ARTICLE VI: PARLIAMENTARY AUTHORITY

In the absence of any bylaw or standing rule to the contrary, Robert's Rules of Order Newly Revised shall govern the transactions of the School.

Reviewed and approved by Legal Counsel: February 4, 2009
Reviewed and approved by the Office of the Provost: March 2, 2009
Approved by a vote of the Faculty: March 24, 2009
Revised and approved by vote of the Faculty: May 27, 2015
Reviewed and approved by the Sr. Vice Chancellor for the Health Sciences: June 3, 2015
Revised and approved by vote of the Faculty: April 29, 2016
Reviewed and approved by the Sr. Vice Chancellor of the Health Sciences: June 15, 2016