PART I. FUNCTIONS

1. The Faculty of the School of Pharmacy shall govern and supervise the School in accordance with San Francisco Divisional Bylaw 95 (Powers of the Faculties).

PART II. MEMBERSHIP AND VOTING ELIGIBILITY

2. The Faculty shall consist of (S.F. Divisional Bylaw 100):
   (a) The President of the University.
   (b) The Chancellor at San Francisco.
   (c) The Dean of the School of Pharmacy.
   (d) All members of the Academic Senate who are members of the departments of the School of Pharmacy.
   (e) One representative, a member of the Academic Senate, from each of the departments in other schools which offer courses necessary to satisfy requirements in the curricula of the School of Pharmacy. These members, recommended by their departments, shall be appointed by the Dean with the approval of the Faculty Council. They shall serve for one year and may be reappointed.

3. Instructors of less than two year's service and non-Senate members of the faculty shall have the privilege of the floor but may not vote (Standing Orders of the Regents, 105.1).

PART III. OFFICERS

4. Chair. The Chair of the Faculty Council (Bylaw 15) shall serve as Chair of the Faculty.

5. Vice Chair. The Vice Chair of the Faculty Council shall serve as Vice Chair of the Faculty (Bylaw 16).

PART IV. DUTIES OF OFFICERS

6. A. The Chair shall preside at all meetings of the Faculty and of the Faculty Council. The duties of the Chair when presiding shall be restricted to the role of Presiding Officer, as described in the official parliamentary manuals of Sturgis and of Roberts. (See Appendix to these Bylaws).

   B. The Chair shall consult with the Dean in arranging the agenda of meetings of the Faculty Council and of the Faculty.

7. The Vice Chair shall preside at meetings of the Faculty in the absence of the Chair.
8. The Executive Office of the San Francisco Division provides professional, analytical, and administrative support; guidance; coordination; communication; and assistance (Division Bylaws 25). Its duties shall include: [En. 5/6/2004]

   A. Maintaining proper records.
   B. Sending advance notice (call) for meetings and presentation to the Faculty, in advance of any meetings, of adequate information regarding matters to be considered.
   C. Minutes of each Faculty Meeting.
   D. Conducting all elections which require mail ballots.
   E. Keeping a valid roster of voting members of the Faculty.

PART V. MEETINGS

9. Frequency. Meetings of the Faculty shall be held at least once each half-year (based on the start of the Fall term) and at such other times as the Faculty may determine, or upon written request of five members of the Faculty, or upon the call of any of its officers (also see Bylaw 11).

PART VI. QUORUM

10. Quorum. Ten members of the Faculty shall constitute a quorum.

PART VII. ORDER OF BUSINESS

11. All meetings of the Faculty shall be guided by the provisions of the San Francisco Divisional Bylaws 45, 50 and 55.

PART VIII. FACULTY COUNCIL

12. Membership. The Faculty Council shall consist of seven elected and six ex-officio members. [Am. 5/6/2004]

   A. Elected: There must be at least two members each from the Department of Pharmaceutical Chemistry, the Department of Biopharmaceutical Sciences, and the Department of Clinical Pharmacy.

   B. Ex Officio: The ex officio members shall be: The Dean, the Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean for External Affairs, the Assistant/Associate Dean of Student and Curricular Affairs, the Chair of the Admissions Committee, the Chair of the Educational Policy Committee, and the Secretary of the Faculty (Bylaw 6). [Amended 9/99]

13. Representatives
A. **One** representative to the Faculty Council elected from among the faculty who **is not** a member of the Academic Senate shall be entitled to participate in the deliberations of the Committee but without the right to vote (A.S. Bylaws 50 and 45 and Legislative Ruling 12.75). Such elected representatives must hold at least a half-time academic appointment in the School of Pharmacy (also see Bylaw 17C).  [Am. 5/6/2004]

B. The Student Body President of the School shall be invited to the Faculty Council Meetings.

14. **Terms of Office**

A. Each elected member and representative shall serve a term of two years.

B. There are four elected member seats to be filled in even numbered years and four in odd numbered years with normal terms of two years. Additional members shall be elected to serve terms of one year when-ever needed to bring the total of elected members to **seven**. Since terms are staggered, one representative shall be elected each year (see Bylaw 18).  [Amended 7/99]

C. Terms of office shall start with the first day of September.

15. **Chair**. The Chair shall be one of the elected members and shall be appointed by the Faculty Council. He/she shall be chosen and assume office at the earliest convenient meeting on or before the first day of instruction in the Fall term.  [Am. 5/6/2004]

16. **Vice Chair**. The Vice Chair shall be appointed by the Faculty Council in the same manner as described in Bylaw 15.

17. **Nominations and Elections.**

A. **Nominations**. Thirty days prior to the last Faculty meeting of the Spring term the Executive Office shall inform, in writing, each member of the Faculty that nominations to the Faculty Council must be submitted within ten days. Each nomination shall be in writing. The nominators' statements shall certify that the nominee or nominees will serve if elected. There must be at least two candidates nominated from each Department. The Faculty Council shall complete the slate of candidates if this requirement is not met.  [Am. 5/6/2004]

B. **Elections**. The Executive Office shall submit a ballot to each member of the Faculty not less than ten days before the last meeting of the Spring term. The outcome of the election shall be determined subject to the constraints of Bylaw 12A and shall either be announced at the last meeting of the Spring term or transmitted to the Faculty in writing.  [Am. 5/6/2004]

C. **Representatives**. Nominations for the election of a representative (Bylaw 13A) shall be conducted in the same manner as above except that the nominators and the electors shall be restricted to the **faculty** who are not members of the Academic Senate and who hold at least half-time academic appointments in the School of Pharmacy.

18. **Vacancies**.
A. If a vacancy occurs among the elected faculty members or representatives, for any reason (for example, long-term illness, becoming an ex officio member, sabbatical leave), it shall be filled by the candidate who received the next largest number of votes in the most recent election, subject to the constraints of Bylaw 12A. It is the option of the originally elected member to resume the vacated seat when able to do so. [Am. 5/6/2004]

B. Should no candidate be available from the most recent election to replace the vacancy (of an elected member or a representative), the Faculty Council shall appoint a replacement, who shall be confirmed at the next Faculty meeting. [Am. 5/6/2004]

C. If an appointment is not confirmed by the Faculty the Executive Office or the Chair shall conduct a special election. The election shall conform in principle with the procedures prescribed in Bylaws 17A and 17B and retain the ten-day nomination period. The total nomination and election processes shall be completed and the Faculty informed of the results in writing within three weeks from the date of the meeting at which the negative vote for confirmation occurred. [Am. 5/6/2004]

19. Meetings. The Faculty Council should meet as necessary and must meet at least once each regular term at the call of the Chair, the Dean, or any three members of the Committee.

20. Quorum. A quorum shall consist of six members provided that among the six at least three are elected members and that the Dean or Associate Dean is present.

21. Order of Business. The order of business at meetings of the Faculty Council is as follows:

   (a) Minutes. (The minutes may be omitted by consent or majority vote of those present.)
   (b) Announcements and Report by the Dean.
   (c) Announcements and Report by the Chair.
   (d) Other reports.
   (e) Other business.

22. Duties and Powers. In accordance with Divisional Bylaw 95, the government and supervision of each school is vested in the faculty concerned. The Faculty Council shall have the authority to act for the Faculty in the following matters:
   (a) Approving petitions of students to graduate under suspension of regulations.
   (b) Approving the award of degrees, certificates and honors at graduation.
   (c) Exercising jurisdiction over scholastically disqualified students.
   (d) Dismissing students for causes other than scholastic disqualification.

The Faculty Council shall aid the Dean at his/her request and shall make recommendations to the Faculty pertaining to matters concerning the government, the policies and curricula of the School. It shall report to the Faculty all germane actions and policy decisions and give an account of its stewardship at appropriate times each year. [Am. 5/6/2004]

23. Mail Ballots. Proposals for mail ballots on curricular, policy, or procedural matters that require approval of the Faculty of the School of Pharmacy before the next scheduled meeting and that originate from any of the standing committees, The Dean, or the officers of the Faculty, must be
submitted to the Faculty Council. The Faculty Council may amend the proposed ballot, in consultation with the submitted, and must assure that, if appropriate, pro and con arguments are provided. If it is impossible to convene a quorum of the Faculty Council within the time required, the Chair of the Faculty (or the Vice Chair in his/her absence), after weighing the consequences of a delay, may act for the Faculty Council in implementing the proposed mail ballot. These options, which preclude the full discussion and the debate of a regularly constituted meeting of the Faculty, are justified only for emergency conditions or non-controversial matters. [Amended 7/99]

PART IX. COMMITTEES (General Provisions)

24. The Chair of the Faculty Council, with concurrence of the Faculty Council, shall appoint the Standing Committees of the Faculty established by these Bylaws and shall also appoint to the Committees such Senate representatives as may be deemed necessary.

25. Special or ad hoc committees of the Faculty may be authorized by majority vote of the Faculty or the Faculty Council (see Bylaw 26). The Chair and the members of the ad hoc committee shall be appointed by the Chair of the Faculty subject to concurrence by the Faculty Council.

26. Tenure of Appointed Committees. Members of Committees shall be appointed to serve one year, starting with the first day of instruction in the Fall term. The tenure of an ad hoc extends only until the first day of instruction of the ensuing fall term unless a definite term is stated in the authorizing motion (S.F. Bylaws 90B and 101D).

27. Elected members of the Faculty Council are eligible for appointment to standing committees including the chair. Each Standing Committee may appoint such sub-committees as it deems necessary to conduct its business. The membership of sub-committees is not restricted to Senate members.

28. Educational Policy Committee. (Not less than five members including a Chair and Vice Chair.) This committee is charged with a continuing study of the long-range plans of the School as they relate to the needs of the community and the profession of pharmacy. The committee shall maintain liaison with other long-range planning bodies within the University.

This committee is also charged with continuous study of the curriculum leading to the Doctor of Pharmacy degree and of the postgraduate professional programs in hospital pharmacy. It shall make recommendations to the Faculty regarding any details of the curriculum and subsidiary questions including the initiation, alteration, or discontinuance of courses of instruction. Proposed substantive changes in the curriculum must be submitted to the membership of the Faculty in writing at least five days prior to Faculty action.

The Committee shall consider any matters in the jurisdiction of the Faculty submitted to it by the Faculty, any officer or committee of the Faculty, the Dean, or any Department and shall report its findings and recommendations to the Faculty. It is required to report to the Faculty at each regular meeting. All substantive actions of the Committee require approval by the Faculty.

At least once each year, the Educational Policy Committee shall meet with the appropriate representatives of the student body.
29. **Other Standing Committees.** (General Provisions). There shall be the following standing committees (not less than three members each) and they shall formulate standards and policies designed to secure prompt, continuous, and uniform fulfillment of their duties. Standards and policies so formulated shall be subject to review and approval by the Faculty.

   A. Admissions.

   B. Informatics. [Amended 9/99]

   The functions of the Informatics Committee are to:

   1. Monitor technological changes in health care informatics that are relevant to the School, its departments and divisions and their missions;

   2. Advise the Dean, the Faculty and other committees of significant changes and offer options when appropriate;

   3. Issue annual revisions of official informatic-related definitions and recommendations; and

   4. Advise the Dean on any other issues identified to be important and relevant.

   5. Act on behalf of the Faculty in making appropriate recommendations for information resources to the UCSF Library.

   C. Student Welfare. [Amended 7/99]

   This Committee shall be responsible for monitoring the academic progress of PharmD students and shall make appropriate recommendations to the Dean. The Committee shall also be responsible for the awarding of scholarships and prizes to the PharmD students.

   D. Laboratory Safety.

30. The regulations of the Faculty governed by Divisional Bylaw 95 may be suspended by vote of the Faculty provided not more than three voting members present object to such suspension. The Chairman shall always state the question as follows: "Those who object to a suspension of the Regulations will raise their right hand." [Am. 5/6/2004]

PART XI. AMENDMENT OF BYLAWS

31. Subject to Bylaw 32, these Bylaws may be amended at any regular or special meeting of the Faculty by a two-thirds vote of the voting members present, provided written notice of the amendment accompanied by a statements of the purpose and effect of the proposal has been sent to each member of the Faculty at least five days prior to the meeting at which the amendment is to be moved (Senate Bylaws 85, 120 and 315).

32. A proposal for a major revision of these Bylaws can be voted on only at a meeting subsequent to its presentation as described in Bylaw 31.
PART XII MODIFICATION OF REGULATIONS

33. The Regulations of the School may be modified at any meeting of the Faculty provided the proposed modification has been distributed to the Faculty at least five days before the meeting. Approval requires a majority of the voting members present.

APPENDIX

Intent of Bylaws - Duties of Officers - Chair (Bylaw 7a):

"The President or head of an organization, whatever his title, usually has three roles - leader, administrator, and presiding officer." (Sturgis, p. 160)

A guiding principle was endorsed by the Faculty accompanying approval of these Bylaws, namely, to organize the government of the School of Pharmacy in such a manner as to have it exercise the powers and discharge the duties of academic administrative and faculty government jointly and in a unitary form of governance.

It is understood that the Faculty Council is de facto and de jure, a joint academic administrative advisory committee to the Dean and a faculty governance committee. The role of the Chair at meetings of the Faculty Council and the Faculty shall be defined as the role of "presiding officer." Serving in this capacity he/she shall be restricted by the description of that role given in the current edition of Sturgis' The Standard Code of Parliamentary Procedure. [Am. 5/6/2004]

Other roles of the Faculty Chair are described in Bylaws 4, 6A, 18, 19, 23, 24, and 25.