

**School of Pharmacy Faculty Council**  
**Deanna Kroetz PhD, Chair**

## **UCSF SCHOOL OF PHARMACY FACULTY COUNCIL GUIDANCE DOCUMENT**

### **A. PREAMBLE**

The faculty is responsible for the governance and supervision of all activities related to the granting of the professional Doctor of Pharmacy (PharmD) degree within the School of Pharmacy (SOP). This responsibility is largely granted to the Faculty Council and Committees. This model of shared governance is critical for maintaining the highest standards for our professional degree program. In the course of these duties, key stakeholders are consulted, including students, alumni, faculty from other programs, the SOP administration, and the Academic Senate.

The intent of this document is to operationalize the philosophy of shared responsibility among the administration, faculty, and school committees by providing operational guidelines for the SOP Faculty Council. These guidelines will insure timely and uniform execution of council activities and will promote efficient and effective conduct of the business of the School of Pharmacy with respect to the education of professional students.

### **B. ROLES AND RESPONSIBILITIES**

#### ***A. Official Charge***

This committee is charged with governance and supervision of the School in accordance with San Francisco Divisional Bylaw 95, which is focused solely on the professional PharmD degree. All matters pertaining to graduate study and higher degrees are delegated to the Graduate Council.

The Faculty Council is charged with acting for the Faculty in the following matters:

- Approving petitions of students to graduate under suspension of regulations;
- Approving the award of degrees, certificates and honors at graduation;
- Exercising jurisdiction over scholastically disqualified students;
- Dismissing students for causes other than scholastic disqualification.

The Faculty Council shall also 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.

## ***B. Membership***

The Faculty Council shall consist of eight elected and six ex officio members. Each elected member and representative shall serve a term of two years.

Elected Members:

- Two members each from the Department of Pharmaceutical Chemistry and the Department of Bioengineering and Therapeutic Sciences.
- Three members from the Department of Clinical Pharmacy
- At least five of the eight elected members must be members of the Academic Senate.

*Ex Officio* Members:

- The Dean
- Assistant/Associate Dean for Academic Affairs
- Assistant/Associate Dean of Student and Curricular Affairs
- Chair of Admissions Committee
- Chair of the Educational Policy Committee
- Assistant/Associate Dean for Finance

Representatives:

- The Student Body President shall be invited to the Faculty Council Meetings

## ***C. Leadership***

The Chair is one of the elected members and is appointed by the Faculty Council. While not in the bylaws, it is understood that the Chair position rotates between the clinical and basic science (Bioengineering and Therapeutic Sciences and Pharmaceutical Chemistry) departments. In addition to its leadership role within Faculty Council, the Chair also represents the Council on the Academic Senate Executive Council and on the Chancellor's Council.

The Vice Chair is one of the elected members and is appointed by the Faculty Council. While not in the bylaws, it is understood that the Vice Chair position rotates between the clinical and basic science (Bioengineering and Therapeutic Sciences and Pharmaceutical Chemistry) departments and that the Vice Chair assumes the position of Chair during his/her second term.

## **D. PROCEDURES**

### ***A. Meetings***

Faculty Council meets as necessary and at least once each quarter during the academic year. A formal announcement of time and place will be made by the beginning of the academic year. Agendas will be distributed no later than the week prior to the scheduled meetings.

Meetings can be called by the Chair, the Dean or any three members of the Council.

### ***B. Quorum***

A quorum consists of six members which must include at least three elected members, four of the six must be members of the Academic Senate, and the Dean or an Associate Dean must be present.

### ***C. Documentation of Meetings (Minutes)***

The Academic Senate analyst assigned to the SOP Faculty Council is responsible for preparing minutes of all meetings. Draft minutes are reviewed by the full Faculty Council and the final version approved by a formal vote of the elected members of the council. After approval by the Faculty Council, minutes will be maintained and distributed through the Academic Senate website. Council members should provide regular updates to their constituencies regarding council activities through department meetings, town halls, and full faculty meetings.

### ***D. Responsibilities of Faculty Council***

- Solicit input from committee chairs about members who plan to step down or who have failed to meet their obligations to the committee. This information is shared with the department chairs.
- Provide department chairs with a list of open committee and Faculty Council positions and solicit their recommendations for all open slots.
- Remind department chairs about the chair/vice chair rotation on Faculty Council.
- Confirm with all faculty recommended for committee or council service that they will serve if elected or appointed.

### ***E. Responsibilities of Academic Senate Analyst***

The Academic Senate analyst assigned to the SOP Faculty Council is responsible for the following council-related activities:

- Maintaining proper records
- Sending meeting calls with appropriate agenda information

- Providing minutes of each meeting
- Conducting elections
- Coordination of Faculty Development grants
- In consultation with the Associate Dean of Academic Affairs, keep a valid roster of voting members of the Faculty
- After approval by the Faculty Council, provide membership lists for each standing committee and Faculty Council to the SOP Liaison (below)

***F. Responsibilities of SOP Liaison to Faculty Council***

The SOP supplies a staff member to assist the Faculty Council Chair with the following logistical support:

- Schedule the full faculty meetings and inform the Academic Senate staff of these dates. SOP staff will be responsible for room reservations and arranging AV support.
- Provide support to the Council’s standing committees. This includes scheduling of meetings, providing minutes of each meeting, upload of minutes and other committee documents onto the faculty council website, and coordinating follow up on action items.

***G. Time Line for Faculty Council Activities Surrounding Committee Appointments***

One of the major responsibilities of the Faculty Council is to appoint faculty and chairs to the SOP Standing Committees. The following time line insures that appointments are in place prior to the September 1 start of the new academic year.

**March**

- Faculty Council chair contacts the standing committee chairs for feedback regarding current members and anticipated changes in committee membership for the following year.
- Faculty Council Chair sends committee chair feedback to department chairs, along with the current rosters for Faculty Council and the standing committees.

**April**

- Council chair seeks nominations from the department chairs for open positions on standing committees.
- Senate Analyst compiles list of all those recommended for appointment or reappointment to the standing committees and sends the list to Faculty Council for their approval.

## **May**

- Faculty Council considers and approves appointments to standing committees.
- Once approved, Senate Analyst notifies committee members of their appointments.

### ***G. Time Line for Faculty Council Activities Surrounding Election of Faculty Council Members and Leadership***

Faculty council members are encouraged to take an active role in the nomination of faculty for open positions on the council. Four elected positions are filled each year for a two-year term.

## **March**

- Council Chair meets with Senate staff regarding Call for Nominations for Faculty Council.
- Faculty Council members are encouraged to discuss open positions with faculty in their departments and to share interest with the department chairs.

## **April**

- Senate Analyst sends call for nominations for Faculty Council to voting faculty (academic appointment in the SOP equal to or greater than 50% in the series: Professor, In-Residence, Clinical X, Health Sciences and Adjunct).
- Nominations from faculty are compiled by the Senate Analyst and sent to Faculty Council for their approval.
- If there are no nominations from the faculty:
  - Council chair seeks nominations from the department chairs for open positions on Faculty Council.
  - Senate Analyst compiles list of all those recommended for appointment and sends the list to Faculty Council for their approval.

## **May**

- Faculty Council considers and approves nominations for open positions.
- Faculty Council selects a Vice Chair from the appropriate department (Clinical Pharmacy in even years and Bioengineering and Therapeutic Sciences or Pharmaceutical Chemistry in odd years).
- Once approved, Senate Analyst notifies council members of their appointments

and confirms their availability to serve.

## **June**

- Results of the Council elections or Council appointments are announced to the Full faculty. Incoming Council members are seated September 1.

### ***H. Time Line for Scheduling and Planning Full Faculty Meetings***

Per Bylaw 6.1, meetings of the full faculty shall be held at least once each half-year (based on the start of the Fall term). Additional meetings can be called upon written request of five members of the Faculty, or upon the call of any of its officers, or the Dean. The following time line insures adequate time for announcement and preparation for the meetings.

#### **4-5 months prior to meeting**

- Council prepares any bylaw amendments for consultation with the Academic Senate Rules and Jurisdiction Committee prior to a vote by the Full Faculty.

#### **~3 months prior to meeting**

- SOP Liason to Faculty Council works with the department chairs and dean's office to select a date
- SOP Liason reserves room and AV support for full faculty meeting
- SOP Liason communicates scheduling info with the Senate Analyst who announces the meeting to the full faculty via email

#### **1½-2 months prior to meeting**

- Faculty Council begins to plan agenda for full faculty meeting
- Invitations to present are sent out to all proposed speakers by council chair
- Deadline for submission of materials for distribution is set and communicated to all speakers, department chairs and committee chairs by Senate Analyst
- Any issues requiring a faculty vote are discussed by the Faculty Council

#### **1 month prior to meeting**

- Faculty Council formally approves any issues to be presented to the full faculty that require a vote
- Senate Analyst and SOP Liason coordinate the collection and collation of meeting materials

- Draft agenda is sent to full faculty at least two weeks prior to the scheduled meeting
- SOP Liason finalizes logistics, tech support, refreshments, etc.
- SOP Liason sends livestream link to Senate Analyst
- Senate Analyst sends out final agenda, livestream link and any materials related to voting issues at least five days prior to the meeting

**After meeting**

- Senate Analyst sends out any electronic ballots as needed
- Senate Analyst reports back to Faculty Council on results of voting
- Faculty Council chair prepares a report to the full faculty on behalf of the council on the outcome of voting