

School of Pharmacy Faculty Council
Cathi Dennehy, PharmD, Chair

**Proposed amendments
Bylaws of the Faculty of the School of Pharmacy**

Appendix VI Bylaws, Regulations, and Procedures of the School of Pharmacy

*CURRENT LANGUAGE	PROPOSED LANGUAGE
PART VI. MEETINGS	PART VI. MEETINGS
6.1 <u>Frequency</u> . 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, or the Dean.	6.1 <u>Frequency</u> . Meetings of the Faculty shall be held at least once each half-year 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, or the Dean.
*CURRENT LANGUAGE	PROPOSED LANGUAGE
PART VII. FACULTY COUNCIL	PART VII. FACULTY COUNCIL
7.1 <u>Membership</u> . The Faculty Council shall consist of eight elected and six - <i>ex officio</i> members. 7.1.3 <u>Ex Officio</u> . The <i>ex officio</i> members shall be: The Dean, the Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean of Student and Curricular Affairs, the Chair of the Admissions Committee, and the Chair of the Educational Policy Committee and the Assistant/Associate Dean for Finance.	7.1 <u>Membership</u> . The Faculty Council shall consist of eight elected and seven <i>ex officio</i> members. 7.1.3 <u>Ex Officio</u> . The <i>ex officio</i> members shall be: The Dean, the Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean of Student Affairs , the Chair of the Admissions Committee, the Chair of the Curriculum and Educational Policy Committee, the Assistant/Associate Dean for Finance, and Chair of the Academic Standards Committee .
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PART VIII. Committees (General Provisions)	PART VIII. Committees (General Provisions)
8.2.1 Educational Policy Committee (EPC) Membership shall consist of not less than four members (including a Chair and at least one faculty from each of the three School of Pharmacy departments), to be appointed by the Faculty Council with input from the Vice Dean. The faculty department representatives will serve as liaisons to their respective departments. The following will serve as <i>ex officio</i> members: the Vice Dean; at least one Education Associate Dean ; and the Director of the Office of Education and Instructional Support. The Dean of the School of Pharmacy is a non-voting, permanent guest. The EPC reports jointly to the Vice Dean for the School of Pharmacy for strategic	8.2.1 <u>Curriculum and Educational Policy Committee (CEPC)</u> Membership shall consist of not less than four members (including a Chair and at least one faculty from each of the three School of Pharmacy departments), to be appointed by the Faculty Council with input from the Vice Dean. The faculty department representatives will serve as liaisons to their respective departments. The following will serve as <i>ex officio</i> members: the Vice Dean, Associate Dean, Student Affairs , and the Director of the Office of Education and Instructional Support. The Dean of the School of Pharmacy is a non-voting, permanent guest. The CEPC reports jointly to the Vice Dean for the School of Pharmacy for strategic

visioning and to the Faculty Council for curricular oversight and educational policy changes. This committee is charged with providing direct oversight for pharmacy education at the UCSF School of Pharmacy. This includes direct oversight and accountability for the Doctor of Pharmacy degree program. The committee shall establish educational policy, plan future directions for educational programs as they relate to the profession of pharmacy, evaluate educational programs, and promote educational innovations and scholarship. EPG shall maintain liaison with other long-range educational planning bodies within the University. This committee shall review and make recommendations regarding the PharmD curriculum and subsidiary questions including the initiation, alteration, or discontinuance of courses of instruction. All proposed significant changes to the PharmD curriculum must be submitted to the EPG for approval. The Committee shall also 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. At least once each year, the committee shall confer with representatives of the student body. The Committee shall report its findings and recommendations to the Faculty at each regular meeting. All actions deemed substantive by the Chair of EPG and with the concurrence of Faculty Council, will require approval by the Faculty and must be submitted to the membership of the Faculty in writing at least five days prior to Faculty action. Approval requires an affirmative vote by the majority of faculty (electronic vote). Each department will assume the responsibility to carry out EPG policies and recommendations. <i>(amended July 2016)</i>	visioning and to the Faculty Council for curricular oversight and educational policy changes. This committee is charged with providing direct oversight for pharmacy education at the UCSF School of Pharmacy. This includes direct oversight and accountability for the Doctor of Pharmacy degree program. The Committee shall establish educational policy, plan future directions for educational programs as they relate to the profession of pharmacy, evaluate educational programs, and promote educational innovations and scholarship. CEPC shall maintain liaison with other long-range educational planning bodies within the University. This committee shall review and make recommendations regarding the PharmD curriculum and subsidiary questions including the initiation, alteration, or discontinuance of courses of instruction. All proposed significant changes to the PharmD curriculum must be submitted to the CEPC and Faculty Council for approval. The committee shall also consider any matters in the jurisdiction of the Faculty submitted to it by the Faculty, any officer or committee of the Faculty, the Dean, Vice Dean, or any Department. At least once each year, the committee shall confer with representatives of the student body. The committee shall report its findings and recommendations to the Faculty at each regular meeting. All actions deemed substantive by the Chair of CEPC and with the concurrence of Faculty Council, will require approval by the Faculty and must be submitted to the membership of the Faculty in writing at least five days prior to Faculty action. Approval requires an affirmative vote by the majority of faculty (electronic vote). Each department will assume the responsibility to carry out CEPC policies and recommendations. <i>(amended July 2016)</i>
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PART VIII. Committees (General Provisions)	PART VIII. Committees (General Provisions)
8.2.3 Student Status and Honors. (Not less than four members, including a Chair and Vice Chair, each Department within the School must be represented). 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 in accordance with any targets or restrictions of the specific funding source.	8.2.3 Committee on Academic Standards 1. Membership a) <u>There will be five at-large faculty members.</u> i. <u>Members will be nominated by the Vice Dean and confirmed by the School of Pharmacy Faculty Council.</u> ii. <u>Members will serve a three-year term, renewable once, contingent on satisfactory annual performance as determined by the Committee Chair. The Chair will serve in the role for a term of three years, renewable once.</u> b. <u>A Committee Chair will be nominated by the Vice Dean and appointed by the Faculty Council. It is the responsibility of the Committee Chair to orient Committee members to their roles and responsibilities.</u> i. <u>The Associate Dean for Student Affairs will serve as a non-voting member, and in consultation with the Committee Chair, will prepare the Committee's materials and communicate the Committee's procedures to the student.</u> ii. <u>In the event that the Associate Dean for Student Affairs is unavailable, a designated Associate Dean may assume this role.</u> c. <u>The Associate Dean for Students Affairs will attend all deliberations of the Committee on Academic Standards.</u>

	<u>2. Functions</u> <u>a. The Committee on Academic Standards is charged with in-depth review of student performance that meets one or more of the following criteria:</u> <u>i. The student does not meet standards for promotion to the next phase of the curriculum</u> <u>ii. The student meets the criteria for dismissal or disqualification</u> <u>iii. The student has or is alleged to have violated University policies or campus standards of conduct, as described in the University of California 100.00 Policy on Student Conduct and Discipline.</u> <u>b. A student may be referred to the Committee on Academic Standards by the Committee on Student Progress.</u> <u>c. In exigent circumstances, a School of Pharmacy associate dean with designated authority for professional and academic standards may refer a student directly to the Committee on Academic Standards.</u> <u>3. Process</u> <u>a. The process of the Committee on Academic Standards is described in the UCSF Academic Senate Bylaws Appendix VII: 4.0 Step 2: In-Depth Review and Dismissal Action.</u> <u>4. Appeal</u> <u>a. A student for whom the Committee on Academic Standards has recommended dismissal is entitled to appeal the decision in accordance with the UCSF Academic Senate Bylaws Appendix VII: 5.0 Appeal.</u>
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none	<u>8.2.3.1 Sub-Committee on Student Progress. (For SOP students in Class of 2021 and beyond)</u> <u>1. Membership</u> <u>a. The Sub-Committee is comprised of all School of Pharmacy Coursework Directors¹ and faculty curriculum leads of the core, inquiry, and experiential components of the curriculum.</u> <u>b. The Sub-Committee on Student Progress will be chaired by the Associate Dean for Student Affairs.</u> <u>2. Functions</u> <u>a. The Sub-Committee on Student Progress is charged with completing an annual assessment of each student's performance following the conclusion of a curriculum phase</u> <u>b. For each student, the Sub- Committee on Student Progress will make one of the following recommendations to the Dean or the Dean's designee:</u> <u>i. Promotion to the next phase of the curriculum.</u> <u>ii. Promotion to the next phase of the curriculum with conditions (such as remediation), with or without a probationary status.</u> <u>iii. Graduation from the School of Pharmacy.</u> <u>iv. Formal repetition of one or more parts of the curriculum on a probationary status.</u> <u>v. Referral to the Committee on Academic Standards.</u> <u>3. Process</u> <u>a. The Committee on Student Progress will use consent agendas to advance, promote, or graduate students who meet all criteria for academic promotion without conditions (such as remediation), or graduation. Students not meeting criteria for promotion without conditions or graduation will be reviewed by the Sub-Committee based on School of Pharmacy academic policies.</u> <u>b. Deliberation on the decision to refer a student to the Committee on Academic Standards requires a quorum of 51% of Coursework Directors and faculty in the relevant phase of the curriculum for a student under consideration.</u> <u>c. Decisions will be made by a simple majority vote of the quorum.</u> ¹Coursework directors include theme directors, applied patient care skills course director and experiential program directors.