The Ohio State University
College of Pharmacy

Pattern of Administration

I. Introduction

Faculty Rule 3335-3-35 specifies that each Department shall have a Pattern of Administration which is made available to all present and prospective faculty members of the College and placed on file in the office of the Dean and Executive Vice President and Provost. The College of Pharmacy does not consist of departments; therefore, this Pattern is applicable to the College of Pharmacy. This document provides a brief description of the College of Pharmacy as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the College and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

II. Mission and Goals of the College of Pharmacy

A. Mission: The overall mission of the College of Pharmacy is to advance pharmaceutical care for the people of Ohio and the global community through our teaching, through our research, and through our service. The College will provide high quality education in the pharmaceutical sciences and pharmacy practice to professional, undergraduate, graduate, and postgraduate students through teaching, research, practice, and related service activities including outreach and engagement.

B. Goals: These agreed upon goals are not viewed to be of equivalent importance in contributing to the overall mission of the College nor deserving of an equivalent commitment of College resources. In accomplishing its goals, the College is committed to achieving and maintaining a culturally diverse and pluralistic student body, faculty, and staff.

1. Teaching

   a. To provide instruction and experiences for the development of skills in the pharmaceutical sciences.

   b. To provide instruction and experiences required for the development of skills needed for the practice of pharmacy of the highest quality.

   c. To promote by instruction, experience, and example, the development of a pharmacy graduate with a highly developed sense of ethics and professional character.
d. To provide for a foundation and background in the chemical, physical, and biological sciences.

e. To prepare students to comprehend and utilize emerging technologies.

f. To provide or assure for a broad background in and appreciation of the liberal arts.

g. To provide instruction and experiences for the acquisition of skills in oral and written communication.

h. To provide instruction and experiences required to identify and solve problems and to be capable of intellectual synthesis.

i. To promote instruction and experiences that encourage creativity and innovation.

j. To provide experiences that motivate students to learn both for the present and for a lifetime.

2. Research and Scholarly Activities:

a. To discover and develop new therapeutic agents and therapeutic modalities.

b. To engage in translational and clinical research and to design and participate in clinical therapeutic trials

c. To discover and disseminate new knowledge.

d. To develop new learning materials and methods.

e. To generate resources to support research and scholarly activity.

3. Clinical Pharmacy Practice:

f. To practice in a clinical setting that primarily involves patient care

g. To serve as a source of drug information and educate patients and health care professionals

h. To collaborate with other health care professionals to manage drug therapy

i. To manage a pharmacy practice

j. To incorporate scholarly and instructional activities into the clinical setting
4. Service:

a. To contribute to the College of Pharmacy and The Ohio State University.

b. To contribute to professional and scientific organizations.

c. To contribute to public health knowledge.

d. To support pharmacy practice and its practitioners.

e. To contribute to the pharmaceutical and health care sectors of society.

f. To support outreach and engagement with the community, instill a service ethic in our students via appropriate service-learning activities, and provide appropriate continuing education opportunities for practitioners.

III. Faculty

A. The College Faculty consist of:

- Regular Tenure Track with a rank of Instructor, Assistant Professor, Associate Professor or Professor of Pharmacy
- Regular Clinical Track with a rank of Instructor, Assistant Professor-Clinical, Associate Professor-Clinical or Professor-Clinical of Pharmacy
- Regular Research Track with a rank of Research Assistant Professor, Research Associate Professor or Research Professor of Pharmacy
- Auxiliary Track (Adjunct, Clinical) with a rank of Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor of Pharmacy

B. All regular tenure track, regular clinical track and regular research track faculty members with a 50% or more appointment in the College or for whom Pharmacy is the tenure initiating unit shall have a full vote at faculty meetings and in faculty elections.

C. Voting on issues involving the graduate program shall be restricted to members of the Graduate Faculty of the College.

D. The College has established guidelines relating to the faculty duties and responsibilities (Appendix I). These indicate that members of the regular faculty are expected to contribute to the instructional, scholarly, and service missions of the College. All regular clinical faculty and some regular faculty members also participate in patient care activities. All regular research faculty primarily participate in research and scholarly activities. It is neither expected
nor considered desirable for all faculty members to make equivalent contributions to each of these missions.

IV. Overview of Department Administration and Decision Making

Policy and program decisions are made in a number of ways: by the faculty as a whole, by standing or special committees, or by the Deans or Division Chairpersons. The nature and importance of any individual matter determines how it is addressed. College governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

V. College Administration

A. The Dean

The Dean of the College of Pharmacy will have the following duties:

1. The Dean will have general administrative responsibility for the programs of the College of Pharmacy. The Dean will represent the faculty of the College in dealing with the University Administration. The Dean will carry out the following functions as required in Faculty Rule 3335-3-35. The remaining functions set forth in that rule are delegated to division chairpersons although the Dean is ultimately responsible for their decisions.

2. The Dean of the College will consult with the faculty as a whole on appropriate policy matters. Such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole. Majority faculty rule shall be observed on matters covered by this Pattern of Administration. Whenever majority faculty vote is not followed, the Dean shall explain the reasons for the departure from this policy to enhance communication and to facilitate understanding within the College. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty and the decision of the Dean and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

3. In matters of initiation, review, and selection for new appointments to the faculty, the Dean shall consult with the Chairperson and faculty of the Division(s) concerned and with the Executive Committee. In matters of evaluation of faculty for promotions in rank, granting of tenure, and compensation, the Dean shall consult with the Chairperson of the Division
concerned. The most recent approved version of the attached document (Appendix II) titled “Appointments, Promotion and Tenure: Guidelines, Criteria, and Procedures for the College of Pharmacy” provides procedures and policies which guide such reviews.

4. The Dean has the ultimate responsibility for the College budget and will prepare annual budget recommendations in consultation with the Executive Committee. The Dean will also present an annual “State of the College” address to the faculty as a whole, including a review of budgetary issues.

5. The Dean shall appoint Associate and Assistant Deans in consultation with the Executive Committee and the faculty, to accomplish the goals of the College.

B. Division Chairs

1. The College of Pharmacy shall be composed of four academic Divisions as follows: Medicinal Chemistry and Pharmacognosy, Pharmaceutics, Pharmacology, and Pharmacy Practice and Administration.

2. Chairpersons of Divisions shall be selected and appointed by the Dean, who will consult with the faculty of the Division.

3. Chairpersons of the Divisions will have academic responsibility for instruction, research, and service in their respective units; will have general administration responsibility for their programs; will be responsible for evaluation of programs and personnel (see Appendix I); will serve as liaison between the Dean and the Divisions; and will serve as members of the Executive Committee of the College. Each Chairperson shall maintain records of all actions covered by the pattern of administration.

4. Each Chairperson of a Division shall be appointed for a term of four years and shall be eligible for reappointment.

5. Chairpersons of Divisions shall have fiscal responsibility. Their responsibility will be limited by the budget provided by the College.

6. Division Chairpersons will consult with the Division faculty as a whole on all appropriate policy matters. Such consideration will, whenever practicable, be undertaken at a meeting of the Division faculty as a whole.

7. Meetings of the entire Division Faculty should be held once a month during the academic year to consider matters of interest and importance to the Divisions including information from the Executive Committee. The Division Chairperson shall provide a schedule of all Division faculty meetings to all Division faculty members before the start of each semester.
or at the beginning of each academic year. Meeting minutes will be kept and distributed to the faculty of the Division.

8. The Chairperson of each Division, in consultation with the appropriate faculty members from the Division and the Dean, shall review annually, after the first year of service, the performance of each faculty member in the Division, including both quantitative and qualitative aspects of performance. The Chair shall discuss the results of this review with the faculty member, including suggestions for improvement in performance. The faculty member will have an opportunity to submit written comments on the annual review for inclusion in the personnel file. The Chair shall make a careful record of the review and discussion, including the faculty member’s response, furnish the faculty member with a copy of the report, and provide the Dean with a copy to be filed in the personnel record of the faculty member in the College. The Dean shall afford any faculty member the opportunity to discuss an unfavorable report. The Dean shall also consult annually with the Chairperson of each Division concerning the progress and performance of all faculty members of the Division. At the time of the annual review the Chair shall notify the faculty member of the right to review his or her primary personnel file and to insert written comment on any material in the file.

C. Committees

1. The College’s Executive Committee shall be composed of the Chairpersons of the Divisions, the Dean, the Associate and Assistant Deans, and College Secretary. Other ex officio representation may be added at the discretion of the Committee. It shall generally meet on a monthly basis upon call of the Dean or upon request of three of its members, for consultation on matters concerning College policy. The Division Chairs shall be the voting members of the Committee. In cases where a split vote occurs among the Chairpersons (two affirmative and two opposing votes), the Dean shall vote to break the tie.

Division Chairpersons shall represent the point of view of the faculty in their Divisions in Executive Committee consultations. Minutes of regular meetings of the Executive Committee shall be distributed to the faculty of the College in a timely manner.

2. The Committee on Committees shall consist of five faculty members elected at large annually in the Spring Semester by the voting College faculty. Division Chairpersons and other administrators are not eligible for nomination. Their charge is to consider pertinent matters relating to the structure and functioning of standing committees and to compile committee rosters for the next academic year for submission to the Dean as recommendations for approval. The committee solicits nominations for committee appointments from Division chairpersons, as well as individual faculty members. After submitting recommendations to the Dean, the
Committee on Committees, Executive Committee, and Dean will develop a consensus regarding final committee roster membership. In the rare event that agreement cannot be reached, the issue is resolved by the following procedure: The Division Chairs will bring the issue to the attention of the faculty members of each Division for discussion and vote. At the next Executive Committee meeting, the Executive Committee will vote on the issue, and each Division Chairperson must vote in accordance with the majority opinion of his or her Division. A report on the committee assignments will then be distributed to the College faculty. In addition to the standing committees of the College, the Dean may appoint appropriate special advisory committees and task forces, as needed.

3. The mission, scope, and jurisdiction of standing committees in the College of Pharmacy is presented in the most recent approved version of the attached document (Appendix III).

D. Faculty meetings

1. The Dean shall provide a schedule of faculty meetings to all faculty members before the start of each semester or at the beginning of each academic year. The College Faculty shall generally meet upon call of the Dean and will meet at least once each semester during the academic year. The College Secretary will solicit from the faculty items to be considered for the agenda. Any matters concerning College policy which, in the opinion of the Dean or the Executive Committee, should be considered or acted upon by the Faculty of the College, shall be brought to a faculty meeting. A quorum will consist of the majority of faculty members in the College. When a vote is taken, approval requires a majority of those faculty present. Minutes for faculty meetings will be distributed to the faculty and retained on file.

VI. Faculty Teaching Commitment & Policy on Faculty Duties and Responsibilities

All members of the faculty are expected to contribute to the instructional, scholarly, and service missions of the College. However, the time devoted to these activities will necessarily vary among faculty members and a single formula applicable for all faculty would be undesirable. The College has established guidelines relating to the faculty duties and responsibilities the most recent approved version of the attached document (Appendix I).

Faculty Professional Leave and Special Assignments: Information on faculty professional leaves (FPL) and special research assignments (SA) is presented in the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/handbook.html.
The faculty member seeking an FPL will complete the FPL request form (Form 202; http://oaa.osu.edu/handbook.html) and submit a cover letter, completed form, and other documentation to the Division chair. The faculty member seeking an SA will submit a request to the Division chair and dean describing the proposed leave activity and the expected benefits of this activity.

Approval of an FPL or SA proposal will be based on the quality of the proposal and its potential benefit to the faculty member and to the college, as well as the ability of the division or college to accommodate the leave at the time requested. The chair's recommendation regarding an FPL or SA proposal will be submitted to the dean for approval at least three months prior to the start of the proposed leave. An FPL leave is reviewed and approved by the College Executive Committee, approved by the dean, and submitted to OAA for final approval.

Faculty Leaves and Absences

The university's policies and procedures regarding leaves and absences are described in the Office of Academic Affairs Policies and Procedures Handbook http://oaa.osu.edu/handbook.html and Office of Human Resources Policies and Procedures website http://hr.osu.edu/policy/. The information provided below supplements these policies.

**Discretionary Absence:** Faculty are expected to complete an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments.

**Absence for Medical Reasons:** When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed.
The general University rules and guidelines on the following topics can be found at the OSU website links. These links can also be found at the College website.

**Academic Rights and Responsibilities**

http://oaa.osu.edu/rightsandresponsibilities.html

**Policy on Faculty Compensation and Policy on Paid External Consulting Activity**

OAA Policies and Procedures Handbook
http://oaa.osu.edu/handbook.html

**Policy on Financial Conflicts of Interest**

OAA Policies and Procedures Handbook
http://oaa.osu.edu/handbook.html

**Grievance Procedures**

Individuals in the college with grievances should discuss them with the chair and/or dean, who will review the matter as appropriate and seek resolution. Further reviews or appeals may be referred to the College Investigation Committee. Procedures for review of specific types of complaints and grievances are described at the following websites:

- Salary grievances, faculty (http://oaa.osu.edu/handbook.html)
- Salary grievances, staff (http://hr.osu.edu/policy/)
- OHR Policy 1.10, Nondiscrimination policy (http://hr.osu.edu/policy/)
- OHR Policy 1.15, Sexual harassment policy (http://hr.osu.edu/policy/)
- Hearing procedures for complaints against faculty, Faculty Rule 3335-5-04 (http://trustees.osu.edu/rules/university-rules/rules5.html)

**Student Conduct**

Code of Student Conduct (http://trustees.osu.edu/rules/code-of-student-conduct.html)
Honor Code for Doctor of Pharmacy Students (http://www.pharmacy.ohio-state.edu/services/academics/curr_students_main.cfm)

[Approved unanimously by the faculty of the College of Pharmacy – May 4, 2012]
[Amended following OAA review – September 2012]
APPENDIX I

Guidelines for Faculty Duties and Responsibilities

The College of Pharmacy is a nationally recognized, research-intensive professional college with educational programs at the undergraduate, graduate, and postgraduate scientific and professional levels of instruction. Its faculty is composed of individuals with diverse orientations, which include scientific research and professional practice, and who participate in a wide range of programs and activities. All members of the regular faculty are expected to contribute to the instructional, scholarly, and service missions of the college; all regular clinical faculty and some regular faculty members also participate in patient care activities. It is neither expected nor considered desirable for all faculty members to make equivalent contributions to each of these missions. Thus the time devoted to instructional, scholarly, and service activities will necessarily vary among faculty members and a single formula applicable for all faculty would be inappropriate. Moreover, the mode of instruction among faculty members may differ widely, with some devoting far greater emphasis on formal classroom teaching while others are far more heavily involved with one-on-one or small group interactions. It is assumed, however, that the total assigned duties and responsibilities among members of the faculty will be equivalent and equitably distributed. Moreover, annual review will be performed in the context of each faculty member’s contributions.

Instructional Activities: Instruction may consist of formal lectures, case conferences, discussion and quiz sections, laboratory exercises, seminars, or clinical practice. These activities, often grossly underestimated by simply computing academic credit hours assigned, include:

- formal instruction of undergraduate, graduate, and professional doctoral students;
- small group discussions and recitations to upper level students;
- one-on-one interactions outside the classroom, often on a daily basis for extended periods, mentoring graduate, professional doctoral, postdoctoral, and undergraduate students on research problems or professional students in clerkship settings;
- postgraduate professional and scientific continuing education.

Because of the highly dynamic nature of pharmacy practice and our constantly changing core knowledge base, extensive periods of formal preparation are routinely required prior to its presentation to students. Because of the total class size and nature of the pharmacy curriculum, most formal courses are only presented once annually. The non-classroom instructional activities also include significant modifications in
existing courses and the development of new courses. Time is also devoted to developing suitable instruments and approaches to evaluating student performance.

**Scholarly Activities:** These activities include, but are not limited to:

- designing, conducting, and analyzing the results of scientific, clinical, and professional experimentation;
- attracting extramural funding for conducting research
- disclosing inventions and obtaining patents
- publishing books, original research articles, and reviews in peer reviewed journals
- presenting research papers and invited lectures at national and international scientific and professional meetings.

Among the measures of scholarly productivity include the number and quality of these publications and presentations.

**Patient Care Activities:** These activities include, but are not limited to:

- establishing a pharmacy practice for patients;
- designing, implementing, monitoring, evaluating, and modifying or recommending modifications in drug therapy to insure effective, safe, and economical patients care;
- identifying, assessing, and solving medication-related problems, and providing a clinical judgment as to the continuing effectiveness of individualized therapeutic plans and intended therapeutic outcomes;
- communicating with health care professionals and patients regarding rational drug therapy, wellness, and health promotion;
- evaluating and documenting interventions and pharmaceutical care outcomes;
- managing and enhancing pharmacy services patient care activities.
**Service Activities:** These activities include, but are not limited to:

- advising students, working in an advisory capacity with student organizations, and recruiting prospective students;

- serving on committees within the college and university; performing administrative duties within the college;

- serving on the committees and governing bodies of local, national, and international professional and scientific organizations and governmental agencies; serving and consulting for industrial organizations and community groups; serving as an external reviewer, e.g., of grant applications, manuscripts submitted for publication, faculty promotions.

Service activities are be evaluated on the basis of the nature of the workload of the committee or group served and the leadership contributions of the faculty member.

**Distribution of Effort**

The faculty collectively contribute to the mission of teaching, research/scholarship, service, and patient care. The primary focus of activities is in teaching and scholarship for tenure track faculty, teaching and patient care for regular clinical faculty, and teaching, patient care and/or administration for auxiliary faculty. All faculty are engaged in some service activity. A variety of factors will be considered to determine the distribution of effort for individual faculty; these include area of expertise, external funding, service activities, and needs of the Division or College.

[Approved by a unanimous faculty vote – May 4, 2012]
[Amended following OAA review – September 2012]
APPENDIX III

Mission, Scope and Jurisdiction of Standing Committees in the College of Pharmacy

PharmD Admissions Committee

The mission of this Committee is to select for admission to the Pharm.D. program those persons that exhibit the greatest probability of being successful pharmacy students and qualified health professionals in the delivery of health care to the public. The composition of the committee includes appointed Faculty members, the Director of Student Affairs, a member of the College student affairs staff, and appointed pharmacy practitioners.

Specific objectives of the Committee include the following:

1. Develops and proposes procedures and policies related to the admissions process.
2. Establishes procedures for evaluating applicants and selects applicants for admission.

Awards Committee

The function of this committee is to administer the selection processes for student, staff, faculty, and alumni awards, recognitions, and honors. This Committee should consist of representation from each Division and at least one emeritus faculty, appropriate member(s) of the Dean’s staff, a representative of the Alumni Governing Board, and a pharmacy student appointed by Pharmacy Council for those deliberations not involving confidential student materials.

Specific functions of the Committee include:

1. The Committee processes proposals for new student, faculty or staff awards for approval by appropriate groups within the College of Pharmacy (e.g., Executive Committee or faculty).
2. The Committee receives nominations and makes decisions on recipients of Alumni Awards for approval by the Alumni Governing Board.
3. The Committee selects recipients of student awards according to established criteria.
4. The Committee calls for nominations from faculty and staff for the Outstanding Staff Award and selects a recipient for approval by the Dean/Executive Committee.

5. The Committee administers selection procedures for the Miriam R. Balshone Memorial Award for Distinguished Teaching for the Pharm.D. program and the Distinguished Teaching Award for the BSPS program.

6. The Committee facilitates nominations of faculty for university and external awards.

7. The Committee represents the College at the Alumni Awards Banquet and the awards-related events.

**Appointments, Promotion, and Tenure Committee**

The Appointments, Promotion, and Tenure Committee is comprised of four tenured faculty members of full-professor rank elected by the faculty for two-year terms. Each Division shall elect one member to the Committee which has the following general functions:

1. Serves as a coordinating committee for the Dean in all matters relating to promotions and the granting of tenure. This function includes a review of all nominations for any of these, to assure that all nomination materials are properly, accurately, and adequately documented and to present candidates’ applications at meetings of eligible faculty held to consider and vote on the candidates. Further, its function is to convey the vote and written summary of the deliberations to the Dean.

2. Reviews, monitors, and recommends any alteration, deletions, and additions to the standards and procedures outlined in the College’s Appointments, Promotion, and Tenure document to the College faculty for discussion and approval / disapproval.

**BSPS Program Committee**

The BSPS Program Committee consists of a faculty member from each division, the chair of the Honors Committee, the Associate Dean for Graduate Studies and Research, a staff member from the Office of Student Affairs (ex-officio), and a student from the BSPS program (ex-officio). The Committee:

1. Reviews the effectiveness of the BSPS Program, which includes monitoring:
   a. student admissions process
b. course sequences and curriculum  
c. quality of students  
d. academic advising  

2. Reviews the BSPS curriculum. This includes:  
   a) Initiate recommendations to the Faculty and the Executive Committee  
      concerning the BSPS curriculum of the College, including degrees offered.  
   b) Reviews BSPS curricular matters and makes recommendations to the  
      Faculty and the Executive Committee.  
   c) Provides information and procedures essential for the establishment,  
      enhancement, and deletion of courses.  
   d) Reviews and makes recommendations to Faculty and Executive  
      Committee on proposals to establish, alter substantially, or eliminate  
      courses.  

2. Serves as the academic review committee. The committee reviews students'  
   academic progress and makes recommendations for dismissal to the  
   Executive Committee.  

3. Recommends students for awards.  

4. Reviews applications for research scholarships, when available, and  
   determines recipients.  

5. Maintains and distributes the research booklet describing ongoing research  
   by the faculty to students.  

**College Investigation Committee**  

The College Investigation Committee consists of three tenured non-administrative  
faculty members, each from different divisions, who serve staggered three-year terms.  
The mission of this Committee is to hear complaints referred to it by the Dean  
concerning any regular tenure track, regular clinical, regular research, or auxiliary  
faculty member. The Committee:  

1. Meets with complainant(s) and respondent(s) in a particular case and reviews  
   documentary evidence submitted by the parties.  

2. May seek confidential evidence from additional relevant individuals.  

3. Completes its investigation within 45 days and reports its findings to the  
   Dean.  

4. May recommend sanctions that range from reprimand, to reassignment, to  
   dismissal.
Committee on Committees

The Committee on Committees consists of five faculty members elected at large annually in the Spring Semester by the voting College faculty.

A. Committee responsibilities:

1. Compiles committee rosters for the next academic year, which are submitted to the Dean. To accomplish this, it solicits nominations from the faculty through Division chairmen as well as from individual faculty members as to their preferences.

2. After submitting recommendations to the Dean, the Committee on Committees, Executive Committee, and Dean will develop a consensus regarding final committee roster membership. In the rare event that agreement cannot be reached, the issue is resolved by the following procedure: The Division Chairs will bring the issue to the attention of the faculty members of each Division for discussion and vote. At the next Executive Committee meeting, the Executive Committee will vote on the issue, and each Division Chairperson must vote in accordance with the majority opinion of his or her Division. A report on the committee assignments will then be distributed to the College faculty.

3. Hears, when appropriate, objections and complaints from the faculty regarding their committee assignments; and when these are judged to be valid, changes are made.

4. Arbitrates jurisdictional disputes between standing committees, if the dispute is referred to it.

B. Procedure for election to Committee on Committees:

1. The Committee on Committees is to be selected from among the regular faculty of the College (those with 50% to 100% appointment or for whom pharmacy is the tenure initiating unit). Division Chairpersons and other administrators are not eligible for nomination.

2. Nominations of at least ten faculty members are to be made at a faculty meeting in the Spring Semester.

3. The entire faculty is to vote for five of the nominees by mail ballot in accordance with our standard voting procedure. (One vote for 50% or greater college appointment or for whom pharmacy is the tenure initiating unit.)

4. The Chairperson of the retiring Committee on Committees, together with one
of its members, will conduct the nominations and election.

5. The Committee is to be composed of the five persons receiving the highest number of votes. The person receiving the highest number is to act as Chairperson.

**Executive Committee**

The College Executive Committee shall be composed of the Chairpersons of the Divisions, the Dean, Associate and Assistant Deans, College Fiscal Officer, and College Secretary. The Division chairpersons are voting members, and the Dean only casts a vote in a case of a tie vote. Other *ex-officio* representation may be added at the discretion of the Committee.

1. Formulates, reviews, modifies, and implements College policy, referring such matters to College committee and/or to the College Faculty for discussion, recommendation, and decision as necessary.

2. Brings before the College Faculty any matter that needs the consideration or action of the College.

3. Receives and acts upon student petitions relative to courses of study and reinstatement.

4. Reviews student academic performance and progress at the end of each quarter and takes action in cases of deficiencies.

5. Certifies students who have fulfilled the requirements for a professional degree.

6. Provides consultation to the Dean in matters of new appointments to the faculty of the College.

7. Provides consultation to the Dean in matters of dismissals or non-renewals of contracts of the faculty.

**Graduate and Research Committee**

The Graduate and Research Committee consists of the Associate Dean for Graduate Studies and Research, at least one member from each Division, and a Pharmacy graduate student representative. The chair of the Graduate and Research Committee is elected by the committee members and serves as the Chair of the Graduate Studies Committee. The responsibilities of this committee are:

1. Graduate Program: The Graduate and Research Committee serves as the Graduate Studies Committee for the College. It serves as the curriculum
committee for the graduate program, hears student petitions, and performs all specific functions related to the operations of the graduate program as outlined by the Graduate School and the Graduate Handbook of the College of Pharmacy. The committee is responsible for oversight and maintenance of the College’s Graduate Handbook. Any significant changes to the College’s Graduate Handbook will be forwarded to the Graduate Faculty of the College for approval.

2. Research Program: The Graduate and Research Committee shall be responsible to the Graduate Faculty and Executive Committee for the following functions: Fosters research and interdisciplinary collaboration within the College.

3. Studies and recommends policies on research activities, facilities, personnel, and plans for future development.

4. Administers summer undergraduate research fellowship programs

**Honors Committee**

The Committee consists of a faculty member from each division, a staff member from the Office of Student Affairs (ex-officio), Associate Dean for Graduate Studies and Research, and a BSPS Honors student. If no Honors BSPS student can be identified to serve as part of the Honors Committee, the committee will have the option to call ad-hoc Honors BSPS students as appropriate to provide feedback on selected topics for discussion. The overall goal of this Committee is to coordinate a meaningful and rigorous Honors Program. The Honors Program seeks to maximize the creative potential of academically superior and strongly motivated students by enriching their educational experience and providing them the opportunity to independently pursue an original scholarly/research program in the basic or applied pharmaceutical sciences.

The responsibilities of this Committee include the following:

1. Develops guidelines for the Honors Program.

2. Studies and approves Honors proposals from individual students and participates in the oral portion of the Honors thesis defense.

3. Certifies students who have fulfilled the requirements for either ‘Graduation with Distinction’ or ‘Graduation with Distinction and Honors’.

4. Represents the College in functions related to the operations of the University Honors Program.

5. Monitors and approves projects intended to satisfy non-thesis honors requirements.
Pharm.D. Program Committee

This Committee consists of at least one faculty member from each Division, a student from each Pharm.D. class, Director of Professional Experience Programs, Assistant Dean for Assessment and Accreditation, Director of Student Affairs, Associate Dean for Professional Programs, OSU affiliated preceptor, and a representative of OSUWMC Department of Pharmacy. Additional faculty may be added at the discretion of the Committee on Committees and/or the Executive Committee.

The Committee:

1. Reviews the effectiveness of Pharm.D. program, which includes monitoring:
   a. Didactic and experiential program
   b. Outcome assessments of Pharm.D. Program, including:
      i. assessments of student performance, as indicated by preceptors, employers, and faculty members
      ii. assessments of student performance
      iii. performance of students on board examinations

2. Reviews the Pharm.D. curriculum. This includes:
   a) Initiate recommendations to the Executive Committee and the Faculty concerning the Pharm.D. curriculum of the College, including degrees offered.
   b) Reviews Pharm.D. curricular matters and makes recommendations to the Executive Committee and the Faculty.
   c) Provides information and procedures essential for the establishment, enhancement, and deletion of courses.
   d) Reviews and makes recommendations to Faculty and Executive Committee on proposals to establish, alter substantially, or eliminate courses.

3. Serves as the academic review committee and reviews academic progress of students. The Committee evaluates student petitions relating to the Pharm.D. program and makes recommendations to the Executive Committee concerning students who are not in good academic standing. This function excludes student members of the Committee.

Technology and Educational Resources Advisory Committee

The function of the Technology and Educational Resources Advisory Committee is to provide advice to administration and faculty regarding the use of technology and library
resources in teaching and service. Use of technology in research is also considered when the technology applies broadly to most researchers in the college and also has value in teaching and/or service. Technology is broadly defined to include computers, software, video, Internet, etc. The Committee should consist of a faculty member from each Division, the Associate Dean for Graduate Studies and Research, one professional and one graduate student, and one appropriate staff member.

Specifically, the Technology and Educational Resources Advisory Committee advises the Dean and members of the faculty with respect to:

1. The use of technology to enhance effectiveness and productivity in the College of Pharmacy.

2. Policies governing the shared use of technology.

3. Expenditures related to technology and educational resource needs.

4. Use of college-wide technology resources in entrepreneurial and distance education activities.

5. Library acquisitions through a subcommittee assigned to serve on the Biological Sciences/Pharmacy library committee.

[Approved by a unanimous faculty vote – May 4, 2012]
[Amended following OAA review – September 2012]