

The Ohio State University
College of Pharmacy
Pattern of Administration

College of Pharmacy
The Ohio State University
500 W. 12th Avenue
Columbus, Ohio 43210

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**The Ohio State University
College of Pharmacy**

Pattern of Administration

I. Introduction

Faculty Rule 3335-3-29 specifies that each college 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. 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 Vision of the College of Pharmacy

A. Mission: The Ohio State University College of Pharmacy advances the pharmacy profession and patient-centered care across Ohio and around the globe through innovative teaching and practice, ground-breaking research, and transformative outreach and engagement.

B. Vision: The College of Pharmacy will lead in drug discovery, development, and training in the optimal use of medications to improve health and well-being.

C. Values:

- Excellence in innovation and knowledge translation
- Meaningful and sustainable partnerships in education, practice, and research
- Improving medication-related outcomes through patient-centered care
- Interprofessional pharmacy education services
- Personal commitment to professionalism, integrity and accountability
- Diversity and inclusion

III. Faculty

A. The college faculty consist of:

1. Tenure-track with titles of instructor, assistant professor, associate professor or professor of pharmacy
2. Non-tenure-track
 - a. Clinical with a title of instructor, assistant professor-clinical, associate professor-clinical or professor of clinical pharmacy

- b. Research with a rank of research assistant professor, research associate professor or research professor of pharmacy
 - c. Associated (clinical practice titles, adjunct titles, visiting titles, and lecturer titles; also professors, associate professors, assistant professors, or those on less than a 50 percent appointment to the university)
3. Emeritus tenure-track, clinical, or research faculty who, upon retirement, were recommended by the dean and the executive vice president and provost for emeritus status.
- B. All tenure-track, clinical, research and associated (with titles of lecturer or senior lecturer and clinical practice) () faculty members with a 50 percent 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. Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters but may have such other privileges as individual academic units or the office of human resources may provide.

Tenure-track, clinical, or research faculty may be nominated and may serve if elected on the University Senate as a representative of the college.¹

Voting on issues involving the graduate program shall be restricted to members of the graduate faculty of the college.

- C. Graduate Faculty Appointments: Graduate faculty nominations are forwarded by the graduate specialization of the college graduate program to the Graduate Research Committee of the college. Category M graduate faculty members approved by the Graduate Research Committee are appointed following notification of the Graduate School. Category P graduate faculty are reviewed by the Graduate Research Committee, and approved nominations are submitted to the Graduate School with certification that those nominated meet the requirements. The Graduate School reviews and makes decisions about all nominations to Category P.
- D. The college has established guidelines relating to the faculty duties and responsibilities (Appendix I). These indicate that members of the faculty are expected to contribute to the instructional, scholarly, and service missions of the college. All clinical-track faculty and some tenure-track faculty members also participate in patient care activities (direct or indirect). All research faculty primarily participate in research and scholarly activities. Associated faculty have an individually-specified range of duties and responsibilities. It is neither expected nor considered desirable for all faculty members to make equivalent contributions to each of these missions.

¹ Passed by a vote of the faculty on February 2, 2007.

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 chair. 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 3335-3-29. The remaining functions set forth in that rule are delegated to division chairs 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 chair and faculty of the division(s) concerned. In matters of evaluation of faculty for promotions in rank, granting of tenure, and compensation, the dean shall consult with the chair of the division concerned. The most recent approved version of "Appointments, Promotion and Tenure: Guidelines, Criteria, and Procedures for the College of Pharmacy" provides procedures and guidelines for 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.

B. Other Administrators

The dean shall appoint associate, assistant deans and directors in consultation with the Executive Committee and the faculty, to accomplish the goals of the college. Current position descriptions are kept on file in the College Office of Human Resources. Reappointment to these positions will be at the discretion of the dean based on regular evaluative input from the executive committee and faculty.

C. 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. Chairs of divisions shall be selected and appointed by the dean, who will consult with the faculty of the division.
3. Chairs of the divisions will have academic responsibility for instruction, research, and service in their respective units; will have general administrative 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 chair shall maintain records of all actions covered by the Pattern of Administration.
4. Each chair of a division shall be appointed for a term of four years and shall be eligible for reappointment.
5. Chairs of divisions shall have fiscal responsibility. Their responsibility will be limited by the budget provided by the college.
6. Division chairs 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 chair 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 chair 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 chair 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.

D. Committees

The dean is an ex-officio member of all college committees, non-voting on the Committee of the Eligible Faculty (defined in the APT Document).

The mission, scope, and jurisdiction of standing committees in the College of Pharmacy is presented in the most recent approved version of Appendix II.

E. 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 dean 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 voting faculty members in the college. This number will be determined annually based on the voting faculty roster. When a vote is taken, approval requires a majority of the faculty eligible to vote. Minutes for faculty meetings will be distributed to the faculty and retained on file.

VI. Faculty Teaching Commitment and Distribution of 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 guidelines on faculty duties and responsibilities are presented in the most recent approved version of Appendix I.

Special Assignments

Information on special research assignments is presented in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>.

Approval of a special research assignment 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 division chair's recommendation regarding a special research assignment proposal will be submitted to the dean for approval at least three months prior to the start of the proposed leave.

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 eLeave 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 or dean retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08) and must be requested at <https://eleave.osu.edu/>.

Absence for Medical Reasons: When absences for medical reasons are anticipated, faculty members are expected to complete an e-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.

Unpaid Leaves of Absence: The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45, www.hr.osu.edu/policy/index.aspx. The information provided below supplements these policies.

Faculty Professional Leave: The faculty member seeking an FPL will complete the Application for Faculty Professional Leave 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.

Approval of an FPL 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 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 Executive Committee, approved by the dean, and submitted to OAA for final approval.

The general university rules and guidelines on the following topics can be found at the Ohio State University website links listed below. 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/>)

Anonymous reporting line

(https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7689)

Hearing procedures for complaints against faculty, Faculty Rule 3335-5-04 (<http://trustees.osu.edu/university/facultyrules>)

Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <http://trustees.osu.edu/university/facultyrules>.

Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the division chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct in the undergraduate and graduate student populations must be brought to the attention of the Committee on Academic Misconduct (see <http://oaa.osu.edu/coam.html> and <http://senate.osu.edu/committees/COAM/COAM.html>).

Evidence of academic or professional misconduct in the professional (PharmD) student population must follow the Honor System for Doctor of Pharmacy Students (see <http://pharmacy.osu.edu/sites/default/files/publications/PharmDHonor%20System1415.pdf>)

Student Conduct

Code of Student Conduct

<http://studentconduct.osu.edu/page.asp?id=1>

Honor System for Doctor of Pharmacy Students

<http://www.pharmacy.ohio-state.edu/sites/default/files/publications/PharmDHonor%20System1415.pdf>

APPENDIX I

**GUIDELINES FOR FACULTY DUTIES AND
RESPONSIBILITIES**

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APPENDIX I

Guidelines for Faculty Duties and Responsibilities

The faculty of the college is comprised of tenure-track faculty, clinical faculty, research faculty, associated faculty (clinical practice titles, adjunct titles, visiting titles, and lecturer titles, also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than 50 percent service to the university) and emeritus faculty as defined in [University Faculty Rule 3335-5-19](#).

The University Faculty Rules defines faculty duties and responsibilities in section 3335-5-07 as follows:

Faculty members who are on duty are accountable for meeting the formal and informal obligations associated with research, service, and/or teaching or clinical practice. Duties and responsibilities are assigned annually in accordance with the workload guidelines laid out in the pattern of administration of each faculty member's tenure initiation unit and, as appropriate, regional campus.

Full-time faculty members are expected to be on duty for an average of nineteen working days a month, with working days defined as weekdays that are not designated as university holidays. Faculty members on nine-month appointments are commonly on duty for nineteen working days a month averaged over a nine-month period. The most common pattern for a nine-month on-duty period under semesters includes the autumn and spring semesters and the May session.

Breaks within a given semester, summer term, or session, as well as any days between the end of the exam period and the beginning of the next semester or session, will be considered off-duty days. Faculty on twelve-month appointments are on duty on all working days except for the days they accrue and designate as vacation days. Terms of duty for full-time associated faculty on nine- or twelve-month appointments should parallel the terms for nine- and twelve-month tenure-track faculty unless otherwise specified in their annual letter of appointment; terms for shorter-term associated faculty are specified in their annual letter of appointment.

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 roles and responsibilities. Collectively, the faculty meet the instruction, scholarly, and service missions of the college and all members of the faculty are expected to contribute to the missions of the college. 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.

It is assumed, however, that the total assigned duties and responsibilities among all members of the faculty will be equitably distributed. The contributions of each faculty member to the mission of the college will be evaluated annually as part of the annual review process. Faculty members who make exemplary contributions to the mission of the college may be eligible to have commensurate adjustments made to their assignments or to participate in an incentive plan that recognizes outstanding performance.

Instructional Activities: Instruction may consist of formal lectures, workshops or recitations, discussion and quiz sections, laboratory exercises, seminars, or instruction in the practice setting. These activities include but are not limited to:

- 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 experiential settings;
- postgraduate professional and scientific continuing education;
- curricular and programmatic or course planning, revision, and implementation;
- development, application and validations of approaches for assessment of teaching and learning.

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

- designing, conducting, and analyzing the results of scientific, clinical, and professional experimentation;
- preparing proposals seeking extramural funding and obtaining extramural funding to conduct research;

- seeking intellectual property protections and intellectual property development through disclosing inventions, obtaining patents, seeking and receiving licensing or co-development agreements or participating in other commercial activities resulting from their work as a faculty member;
- publishing books, original research articles, and reviews in peer-reviewed journals and other scholarly forums;
- presenting research papers and invited lectures at national and international scientific and professional meetings;
- other forms of research and scholarship.

Service Activities: These activities include, but are not limited to:

- 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 university;
- outreach and engagement activities such as 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.

Direct and Indirect Patient Care Activities: These activities include, but are not limited to:

- establishing a pharmacy practice for patients or establishing other activities that contribute to the advancement of the profession of pharmacy;
- establishing an educational site or program that trains and contributes to the development of current and future practitioners;
- designing, implementing, monitoring, evaluating, and modifying or recommending modifications in drug therapy to ensure effective, safe, and economical patient 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 patient health outcomes;
- managing and enhancing pharmacy services patient care activities;
- Supporting the college's teaching, outreach and engagement missions, and/or engaging in practice based or educational research.

All voting faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other college events.

Service activities are to 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 missions 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 clinical faculty, scholarship for research faculty, and teaching, patient care and/or administration for associated faculty. 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 college. Any faculty member may be eligible to participate in an incentive plan, based on available funds. Any faculty member with a direct salary appointment on sponsored projects may be eligible for commensurate adjustments in instructional and/or service activities.

Tenure-track faculty

Tenure-track faculty members contribute to the college's mission through teaching, scholarship and service (including clinical service as appropriate). A typical distribution of effort would be 50 percent research and scholarly activity; 30 percent teaching and 20 percent service. The distribution of effort is subject to review and adjustment based on productivity and college needs. All tenure-track faculty are

expected to be engaged in scholarship, with resulting peer-reviewed publications or other scholarly output.

Tenure-track faculty members are expected to attract extramural funding to support their time and effort conducting research; direct salary appointments on sponsored projects should accurately reflect the time spent on the project. Tenure-track faculty members are expected to disclose any inventions to the university, participate in seeking intellectual property protections and participate in other commercial activities resulting from their research.

Tenure-track faculty members are expected to contribute to the instructional mission through individual or group instructional activities. Teaching assignments are reviewed annually by the division chair and may be adjusted based on productivity.

Tenure-track faculty members are expected to be engaged in service and outreach to the college, university, profession and/or community. Typically this includes service through active participation on at least one college committee. Service to professional organizations outside the university is also recognized as a component of the faculty member's service; exceptional service commitments may result in commensurate adjustments in other assigned activities.

Clinical faculty

Clinical faculty members contribute to the college's mission through teaching, scholarship, direct or indirect patient care activities, and service. A typical distribution of effort would be 20 percent research and scholarly activity; 30 percent teaching, 40 percent direct or indirect patient care activities and 10 percent service. The distribution of effort is subject to review and adjustment based on productivity and college needs.

Clinical faculty members are expected to contribute to the instructional mission through active involvement in innovative course design and/or innovative teaching and learning activities, precepting experiential students and trainees as appropriate, serving on graduate committees as appropriate, and by bringing practice experience into the curriculum. Teaching assignments are reviewed annually and may be adjusted based on productivity.

Clinical faculty members are expected to develop and/or contribute to sustainable, innovative, cutting edge practices or other activities that contribute to the advancement of the profession of pharmacy, facilitate the delivery of broad-reaching educational training programs, provide novel experiential training sites, support the college's teaching, outreach and engagement missions, and/or engage in practice based or educational research.

Clinical faculty members are expected to be engaged in scholarship, with resulting peer-reviewed publications or other scholarly output. Research focus may include but is not limited to practice-based research, the scholarship of teaching learning and assessment, and/or outreach and engagement research.

Clinical faculty members are expected to be engaged in service and outreach to the college, university, profession and/or community. Typically this includes service through active participation on at least one college committee. Service to professional organizations outside the university is also a component of the faculty member's service.

Research faculty

Research faculty members primarily contribute to the college's research mission by conducting research, securing external research funding and regular publication in peer-reviewed journals in their discipline. Faculty members in the research track are expected to contribute to the scholarly mission of the college through collaborative research and by regularly attending and presenting at scientific conferences and meetings. Other indicators of scholarly activities include generating intellectual property, consultations, serving on scientific panels, and receiving recognition for research contributions.

Research faculty may have limited opportunities to participate in teaching and other activities related to their area of expertise.

Each research faculty member is expected to fully recover their salary through extramural funding as specified in their contract. Failure to attract and sustain funding support will affect the renewal of the appointment.

Associated faculty

Associated faculty appointments exist for faculty members who focus on a specific and well-defined aspect of the college mission. This primarily includes alone or in combination: teaching, service and outreach and engagement. Associated faculty are also expected to contribute to service activities of the college. Furthermore, demonstration of excellence as supported by data (i.e. teaching evaluations or patient satisfaction data) are expected and required for contract renewal. A typical distribution of effort would be 60 – 80 percent instruction and 20 – 40 percent service (including clinical service as appropriate). The distribution of effort is subject to review and adjustment based on annual review and college needs.

Associated faculty may be involved in scholarly pursuits, but this is not typically a requirement of the contract.

Faculty members with tenure-track titles and appointments <50 percent FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time lecturers is eight courses per academic year depending on other duties as assigned as outlined in College of pharmacy – Lecturer Pay Rates and Workload Guidelines for Semesters (Posted on Carmen College Documents site).² This full-time load may be adjusted in the cases where the lecturer is given additional, non-teaching responsibilities e.g. scholarship, new course development, student advising/organizations, major committees. This load may also be adjusted in cases where the lecturer is involved in significant teaching in courses with laboratory, recitation or workshop sessions.

Emeritus faculty

Tenure-track, clinical, or research faculty who, upon retirement, were recommended by the chair, the dean and the executive vice president and provost for emeritus status may contribute to the college missions of teaching, research and service. .

Duties and pay rates for rehired retirees (including emeritus faculty) would fall under the guidelines for associated faculty.

² Approved by Executive Committee June 14, 2013

APPENDIX II

**MISSION, SCOPE AND JURISDICTION OF STANDING
COMMITTEES IN THE COLLEGE OF PHARMACY**

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APPENDIX II

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

This document outlines expectations of all standing committees including operating procedures.

Operating Procedures. Operating procedures should include details regarding member voting rights. Unless otherwise stated, administrators serving in an *ex-officio* capacity (e.g. assistant/associate deans) will serve in advisory roles to the committee and will not cast votes. In general, all committees may add additional non-voting members, as needed, to efficiently achieve the committee goals.

Annual Report. All committees must produce an annual report, which serves as a summary of the committee's activities and will include any recommendations for future changes to the committee's functions. Reports will be due to the dean by June 15 of each year. This will enable review and integration of any committee recommendations into practice for the following year.

PharmD Admissions Committee

The mission of this committee is to select for admission to the PharmD program those applicants 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. *Ex-officio* non-voting members include the director of student affairs, members of the college student affairs staff, and pharmacy practitioners. The composition and number of committee members and interviewers/reviewers required to achieve the committee goals will be determined annually by the committee.

Specific objectives of the committee include the following:

1. Develops and proposes procedures and policies related to the admissions process.
2. Evaluates 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 faculty representation from each division, a pharmacy student appointed by the Pharmacy Council, and the director of alumni affairs (non-voting *ex officio*). The pharmacy student appointed by Pharmacy Council will not participate in deliberations involving confidential student materials. At least one emeritus faculty will be appointed as a non-voting member.

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 PharmD program and the Distinguished Teaching Award for the BSPS program.
6. The committee facilitates and coordinates the process of nominating faculty for university and external awards. This will include development of a nomination packet for each nominee, wherever appropriate. This may also include recruitment of advisors and/or *ex-officio* members with knowledge, experiences and familiarity of award criteria and nominee credentials to facilitate development of the nomination packets for timely submission based on nomination deadlines.
7. The committee represents the college at the Alumni Awards Banquet and the awards-related events.

Appointments Promotion and Tenure (APT) Committee

Details on the Promotion, and Tenure (APT) Committee are contained in the college's APT Document.

BSPS Program Committee

The Bachelor of Science in Pharmaceutical Sciences (BSPS) Program Committee consists of a faculty member from each division, a staff member from the Office of Student Affairs, a BSPS student, and a BSPS honors student. If no BSPS honors student can be identified to serve, the committee will have the option to call ad-hoc BSPS honors students as appropriate to provide feedback on selected topics for discussion. The student members will not participate in matters that involve confidential student materials. *Ex-officio* members will include the associate dean for academic affairs, director of undergraduate studies, and a staff member from the Office of Student Affairs. The committee:

1. Facilitates and supports decision-making, when needed, on the following:
 - a. student admissions process
 - b. course sequences and curriculum
 - c. quality of students
 - d. academic advising
2. Reviews the BSPS curriculum. This includes:
 - a. initiates 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.
3. Serves as the academic review committee. The committee reviews students' academic progress and makes recommendations for dismissal to the Executive Committee.
4. Recommends students for awards.
5. Reviews applications for university undergraduate research scholarships, when available, and determines recipients.
6. Maintains and facilitates communication to BSPS students a portfolio of research and shadowing opportunities with various investigators and clinicians in the college.
7. Coordinates the BSPS honors program. The honors program seeks to maximize the creative potential of academically strong and 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. With respect to the honors program, the BSPS Program Committee will:
 - a. Develop policies, procedures and guidelines for the honors program.
 - b. Represent the college in functions related to the operations of the university honors program.
 - c. Monitor and approve projects intended to satisfy non-thesis honors requirements.

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 tenure track, clinical, research, or associated faculty member. Salary disputes may be referred to the committee for review. 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 public or confidential evidence from additional relevant individuals.
3. Normally completes its investigation within 45 days and reports its findings to the dean.
4. Provides the dean recommendations for action and/or resolution.

Committee on Committees

The Committee on Committees shall consist of four faculty members elected annually in the spring semester by the voting college faculty. Division chairs 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. In addition to the standing committees of the college, the dean may appoint appropriate special advisory committees and task forces, as needed.

A. Committee responsibilities:

1. Compiles committee rosters for the next academic year, which are submitted to the dean by July 31 to allow for final decisions on committee rosters prior to the start of the following academic year. To accomplish this, it solicits nominations from the faculty through division chairs 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 chair 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.
5. Facilitates collection of annual reports from committee chairs and submission to the dean by June 15. The Committee on Committees reviews the reports and communicates any problems or committee suggestions regarding changes to the structure or function of the standing committees to the Executive Committee.

B. Procedure for election to Committee on Committees:

1. The Committee on Committees is to be selected from among the tenure-track and clinical faculty of the college (those with 50 percent to 100 percent appointment or for whom Pharmacy is the tenure initiating unit). Division chairs and other administrators are not eligible for nomination.
2. Nominations of at least three faculty members from each division (twelve total) are to be made at a faculty meeting in the spring semester. The current chair will conduct the nominations and subsequent election.
3. The voting faculty, in accordance with our standard voting procedure (one vote for 50 percent or greater college appointment or for whom Pharmacy is the tenure initiating unit), is to vote for one nominee from each division by e-mail ballot.
4. The committee is to be composed of the four individuals receiving the highest number of votes within each division. The chair of the Committee on Committees from the prior year will remain on the committee as the fifth member. The chair will rotate between the divisions each year, as follows: Medicinal Chemistry (2013-2014), Pharmaceuticals (2014-2015), Pharmacology (2015-2016), Pharmacy Practice (2016-2017), etc.

Committee on Diversity and Inclusion

The Committee on Diversity and Inclusion is comprised of associate and assistant deans, the director of undergraduate studies, director of student services, alumni, support staff for the academic programs, student representatives, and other members as invited by the chair of the committee.

The Committee responsibilities:

1. Advise the dean with regard to strategies to enhance diversity among students, faculty and staff.

2. Develop and implement effective programs to support the recruitment and retention of underrepresented students, faculty and staff.
3. Monitor the college's environment for diversity & inclusion.
4. Monitor student, faculty and staff demographics as a marker of programmatic effectiveness.
5. Participate in efforts (e.g., Distinguished Diversity Enhancement Awards) to recognize students, faculty, staff, and others who contribute to achieving the diversity & inclusion goals of the college.

Executive Committee

The Executive Committee shall be composed of the chairs of the divisions, the dean, the associate and assistant deans, the director of student affairs, the chief administrative officer and college secretary. Other temporary 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 chairs (two affirmative and two opposing votes), the dean shall vote to break the tie.

Division chairs 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.

The Executive 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 semester and takes action in cases of deficiencies.
5. Certifies students who have fulfilled the requirements for professional and undergraduate degrees.

5. Provides consultation to the dean in matters of new appointments to the faculty of the college.
6. Provides consultation to the dean in matters of dismissals or nonrenewal of contracts of the faculty.

Graduate and Research Committee

The Graduate and Research Committee is comprised of the associate dean for graduate studies and research, at least one member from each graduate specialization, and a pharmaceutical sciences graduate student representative. The director of research instrumentation serves as an *ex-officio* committee member. The chair of the Graduate and Research Committee is elected by the committee members at the first meeting of each academic year and serves as the chair of the Graduate Studies Committee for the Pharmaceutical Sciences graduate program. 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 College of Pharmacy for the following functions:
 - a. Fostering research and interdisciplinary collaboration within the college.
 - b. Ensuring college research resources, including equipment, facilities and personnel, are appropriate and adequate to support the college research mission.
 - c. Recommending establishment, modification and communication of policies regarding faculty and student access to college research resources.
3. Studies and recommends actions regarding plans for future development pertaining to research.
4. Administers summer undergraduate research fellowship programs

PharmD Program Committee

This committee consists of at least one faculty member from each division, a student from each PharmD class, an Ohio State University-affiliated preceptor, and a

representative of Ohio State University Wexner Medical Center Department of Pharmacy. *Ex-officio* members include the director of professional experience programs, associate dean for assessment and strategic initiatives, associate dean for academic affairs, and the director of student affairs.

The committee:

1. Reviews the effectiveness of the PharmD program, which includes monitoring:
 - a. The didactic and experiential programs
 - b. Outcome assessments of the PharmD program
2. Reviews the PharmD curriculum. This includes:
 - a. Initiating recommendations to the Executive Committee and the faculty concerning the PharmD curriculum of the college, including degrees offered.
 - b. Reviews PharmD curricular matters and makes recommendations to the Executive Committee and the faculty.
 - c. 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 PharmD 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 Committee

The function of the Technology and Educational Resources Committee is to ensure the existing educational technology is adequate and appropriate to meet the needs of the College of Pharmacy with respect to its education mission. Use of technology in research is also considered when the technology applies broadly to 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 academic affairs, the director of information technology, assistant director of clinical business, one undergraduate, one professional and one graduate student, and one appropriate staff member.

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

1. The use of technology to enhance education, effectiveness and productivity in the College of Pharmacy.
2. Policies governing the shared use of education technology.
3. Expenditures related to technology and educational resource needs.

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

APPENDIX III

**GUIDELINES FOR THE ESTABLISHMENT AND REVIEW OF
COLLEGE CENTERS AND INSTITUTES**

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APPENDIX III

Guidelines for the Establishment and Review of College Centers and Institutes

The Rules of the University Faculty define university and college academic centers and institutes and provide rules for their establishment, reporting, and oversight (3335-3-36 Centers and Institutes). These rules constitute the framework for related procedures for the establishment and review of centers and institutes within the College of Pharmacy.

Establishment of Centers and Institutes in the College of Pharmacy

College centers and institutes will have some mix, with variable emphases, of research/scholarship, instruction, service, clinical, or outreach missions; and should draw upon faculty from more than one division.

Faculty members wishing to establish a college center should first consult with their division chairs. With their division chairs' support, the faculty members should submit a proposal to the dean addressing the following:

1. Mission

Explain the mission of the center and how it is aligned with the college's strategic plan, including:

- a. The missions of the college (research, teaching, service, patient care or outreach) most relevant to the center.
- b. The interdisciplinary nature of the center.
- c. The goals of the center that cannot be met within existing academic units.

2. Faculty

Describe the level of faculty interest and commitment to the center, including:

- a. The criteria for selecting the center's faculty membership
- b. A list of faculty expressing interest in associating with the center and accompanying documentation that their chairs/directors support such involvement.
- c. The extent to which staff and students will be involved and supported.

3. Administration

Describe the administrative structure and responsibilities of the director and oversight committee, including:

- a. The name of the director or interim director of the center.
- b. The proposed responsibilities of the director.
- c. The function(s) and composition of the oversight committee. Center oversight committees may include faculty and professional staff members from the College of Pharmacy but must have at least a two-thirds majority faculty membership.
- d. The main components of a pattern of administration for the center (to be formally completed and approved by the dean within a year of center establishment).

4. Budget/Funding

Specify budget and funding sources for the center, including:

- a. The expected budget for the first year of operation.
- b. Funding sources and one-time and recurring costs.
- c. Existing or new equipment, space and facilities needed to establish the center.
- d. The sustainability of the center, including possibilities for external funding and details of related funding proposal submissions.

5. Evaluative Criteria and Benchmarks

Propose and define specific criteria and benchmarks against which the center will be measured.

6. Supporting Materials

Solicit and include letters of support from relevant division chairs and directors within the college, interested parties outside the college, and entities with similar emphases at other universities.

A college academic center shall be administered by a director who shall be appointed by and report to the dean for a four-year term. The director is eligible for reappointment after undergoing formal reappointment review conducted in the fourth year of the director's term by the faculty members of the center oversight committee. The recommendation of the review committee is advisory to the dean.

Review of College Centers and Institutes in the College of Pharmacy

College centers and institutes will be reviewed two years after initial establishment and at four-year intervals thereafter. The College Executive Committee will conduct the review using the following information (to be provided by the center director).

1. Mission

- a. Original mission statement.
- b. Proposal establishing the center.
- c. Annual reports.
- d. Description or list of all center activities, events, and initiatives that have contributed to fulfilling the mission and objectives of the center. If current activities differ from those originally envisaged or articulated in the mission statement, explain this evolution.

2. Faculty and Student Involvement and Contribution

- a. List of current faculty and graduate student affiliates or associates.
- b. List of past faculty and graduate student affiliates or associates.
- c. List of all faculty publications, lectures, grants, or other activities related to their work with the center, focusing on those that contribute most centrally to the mission of the center.
- d. List of all student publications, lectures, grants, or other activities related to their work with the center.

3. Administrative Structure and Responsibilities

- a. Description of administrative structure.
 - i. Responsibilities and activities of all administrative staff, indicating their contributions to the mission of the center and its objectives.
 - ii. Indicate the contributions made by the oversight committee to the mission of the center and its objectives.
- b. Pattern of Administration.

4. Budget

- a. Current budget.
- b. Projected budget for next four years.
- c. Past budgets since last review.

- d. Description of the budgetary context for the center, outlining specific information regarding those expenses charged to the university's general funds. Externally generated funds produced by the center should be itemized and linked to the functions and services articulated in the mission statement.

5. Evaluative Criteria and Benchmarks

- a. List of evaluative criteria and benchmarks articulated in the original center proposal, identifying and describing the degree to which the center has met (or failed to meet) its stated evaluative criteria and benchmarks.
- b. Identify and justify any new evaluative measures and describe the degree to which the center has met these criteria or benchmarks.
- c. Provide any specific narrative information or data as appropriate, and attach as appendices any documentation (letters of recommendation, awards, news releases) that demonstrate how the center has met its criteria or benchmarks.

After discussing these materials with the center director and the oversight committee, the College Executive Committee will make an advisory recommendation to continue or discontinue the center to the dean.